



Complete the form then: Print and Return the form to the Front Desk OR Save and Send the PDF via email to afields@rotonda.org. All fields are required, unless otherwise specified. Any missing information will delay processing.

<input type="checkbox"/>	UNIT INSPECTION	\$141.31
	PAPER COPY	\$211.96
	Includes 2 Copy Max.	\$353.27
OR		
<input type="checkbox"/>	UNIT INSPECTION	\$141.31
	ELECTRONIC COPY	\$176.64
	Includes 5 copies Max.	\$317.95

EXPEDITE + \$70.66
5 Business days rather than
Standard 14 Calendar days

ADDITIONAL COPIES
QTY _____ X \$35.33
At the Request of the Seller or Agent
FOR PAPER COPIES ONLY

ADDITIONAL
INSPECTION \$141.31

UPDATE RESALE DISCLOSURE
\$70.66

Resale Order #

After the Resale Request is submitted...
An email receipt regarding acceptance or
pending status of the Resale Request will be
sent to the requestor .

PROPERTY— ROTONDA CONDOMINIUMS ONLY

List the property address OR the Building and Unit

Address line 1 or Building and Unit

Address line 2

May we use the convenience key for admittance?
(if available and in working condition)

Is the unit occupied?

OWNER

Name (First, Last)

Phone number

Email address

REQUESTOR

List only the Owner's name if the Owner is the Requestor

Name (First, Last)

Requestor's Company (if applicable)

Phone number

Email address

Resale packet does not have to be obtained again when the resale packet or certificate was provided a part of the auction package to potential buyers at auction. Purchaser may cancel a sales contract when he/she is notified the association resale packet or certificate will not be available. Resale certificate is deemed "Not to be available" if a current annual report has not been filed by the Association with the Common Interest Community Board or with the State Corporation Commission.

If settlement does not occur within 60 days of the request, or if funds to pay above fees are not collected at settlement and disbursed to the Association, the fees shall be assessed against the Owner of Unit. These amounts may be included in a memorandum of lien for unpaid assessments record in the land records.

Defer payment until 60 days from this request
or settlement, whichever occurs first.

Pay with Request
Checks payable to: Rotonda Condominiums

Signature of Requester

Date

DELIVERY METHOD

Choose from the Following Options

CERTIFIED FIRST CLASS MAIL

First Recipient

Name (First, Last)

Address line 1

Address line 2

Second Recipient

Name (First, Last)

Address line 1

Address line 2

ADDITIONAL RECIPIENTS

Fill out only if additional printed copies were requested

(3rd) Recipient

Name (First, Last)

Address line 1

Address line 2

(4th) Recipient

Name (First, Last)

Address line 1

Address line 2

E-MAIL

If the receiver's name is unknown, leave blank

Seller

Name (First, Last)

E-mail Address

Purchaser

Name (First, Last)

E-mail Address

Seller's Agent

Name (First, Last)

E-mail Address

Purchaser's Agent

Name (First, Last)

E-mail Address

Other

Name (First, Last)

E-mail Address

FRONT DESK PICK-UP

Contact information for Pick-Up when ready

Name (First, Last)

Phone number

Email address

OFFICE USE ONLY

Received on _____ AM | PM By _____