

RESALE CERTIFICATE REQUEST FORM

RAVEN POINTE HOA

WINCHESTER, VIRGINIA

Property: _____

Date of Settlement: _____

Name of Prospective/New Owner(s): _____

Current Address of Prospective/New Owner(s): _____

Phone # of Prospective/New Owner: _____

E-mail address of Prospective/New Owner: _____

Please advise the HOA of any change to the settlement date or a change in the status of the sale.

All HOA fees, dues, and resale certificate preparation fees must be paid in full before a Resale Certificate will be issued.

Resale Certificate Option and Preparation Fees: Select one.

_____ Electronic (via email). \$176.00

_____ Paper (via US Mail). \$211.00

Make checks payable to Raven Pointe HOA.

Address to Send Resale Certificate to: _____

Requestor: _____ Date Requested: _____

Contact Email and/or phone number: _____

Please return the completed form and payment to Robert Puttock, Director, Raven Pointe HOA at 212 Taggart Dr., Winchester VA 22602. He may be contacted at 703-623-2086 or bputtock@outlook.com. If he is unavailable, please contact the HOA President, Bill Melvin at 540-588-1537 or wmeilge@icloud.com.

Telephone numbers and e-mail addresses are for the official records of the Association only and will not be sold, transferred, or published anywhere, without the express written permission of the Lot owner.