

**MEMORANDUM**

TO: Condominium Unit Owners  
FROM: Property Managers and Denver Turner, Property Administrative Manager  
SUBJECT: **SELLER'S REQUIREMENTS TO FURNISH DISCLOSURE INFORMATION**

The District of Columbia Condominium Act states certain requirements for disclosure "in the event of any resale of a condominium unit by a unit owner other than the declarant". This obligates you, as the seller of a unit, to provide this information to the purchaser prior to the execution of a contract of sale.

Attached to and made part of this of this memo is a "Request of Certificate of Resale" form. **You must complete this form and send it to us before we can start processing your request. The fee for the Certificate of Resale is \$200.00 and is due before the document can be released.** Please make your check payable to Community Systems, Inc. Please note that we cannot accept credit cards.

Please email your request to [denver@communitysystemsinc.com](mailto:denver@communitysystemsinc.com) or send it in or drop it off at 4102 Brandywine Street, NW, Washington DC 20016

You will receive the Certificate of Resale **WITHIN TEN BUSINESS DAYS.** WE REALIZE MOST PEOPLE NEED THEIR CERTIFICATES OF RESALE YESTERDAY - WE SOMETIMES CAN FURNISH THEM SOONER - WE WILL DO OUR BEST - WE CANNOT GUARANTEE ANYTHING - AND NO MATTER HOW YOU ASK US WHEN IT WILL BE READY (NICE OR NASTY), THE ANSWER TO YOUR QUESTION WILL BE "WITHIN TEN BUSINESS DAYS".

Please be aware that the Certificate of Resale will include the Public Offering Statement, Declaration, and Bylaws, whichever is applicable to your Association.

If you place the responsibility of selling your unit with a real estate firm, please provide your real estate agent with a copy of this memorandum. Please be sure that your real estate agent is familiar with any rules your Association may have in force with respect to the sale of units (i.e. sign restrictions, etc.).

If you have any questions, please feel free to contact our office.



4102 Brandywine Street, NW | Washington, DC 20016-4617  
202.244.8000 | 202.244.7101 fax

**REQUEST FOR CERTIFICATE OF RESALE**

The information below is required for a Certificate of Resale. This completed form must be received by Community Systems, Inc. before a request can be processed. **Please note that a completed Certificate of Resale cannot be released until payment of \$200.00 is received by Community Systems, Inc.** Please make your check payable to Community Systems, Inc. We cannot accept credit cards.

Required Information

1. ASSOCIATION \_\_\_\_\_ UNIT # \_\_\_\_\_ PARKING # \_\_\_\_\_
2. SELLER(S) NAME(S) \_\_\_\_\_
3. SELLER(S) ADDRESS (forwarding address if available)  
\_\_\_\_\_  
\_\_\_\_\_
4. SELLER(S) PHONE # \_\_\_\_\_ email \_\_\_\_\_
5. LISTING AGENT \_\_\_\_\_ phone \_\_\_\_\_

**Optional Information to be Furnished if Available:**

6. PURCHASER(S) NAME(S) \_\_\_\_\_
7. PURCHASER(S) CURRENT ADDRESS \_\_\_\_\_  
\_\_\_\_\_
8. PURCHASER'S PHONE \_\_\_\_\_ email \_\_\_\_\_
9. SELLING AGENT \_\_\_\_\_ phone \_\_\_\_\_
10. ANTICIPATED SETTLEMENT DATE \_\_\_\_\_
11. SETTLEMENT COMPANY \_\_\_\_\_ phone \_\_\_\_\_
12. MORTGAGE COMPANY \_\_\_\_\_ phone \_\_\_\_\_
13. ATTACHED IS A COPY OF THE SALES CONTRACT DATED \_\_\_\_\_

community  systems, inc.

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It is understood that a copy of the settlement statement must be forwarded to the Association upon settlement of the unit.

It is further understood that this Certificate shall be subject to change at any time after issue without notice.

Person we should contact when the Certificate of Resale is ready to be picked up:

\_\_\_\_\_ phone \_\_\_\_\_ email \_\_\_\_\_

\_\_\_\_\_ date \_\_\_\_\_  
Signature of Seller(s) or Agent for Seller(s)

\_\_\_\_\_

Picked up by: \_\_\_\_\_ date: \_\_\_\_\_

Please note that our business hours are as follows:

Monday - Thursday: 9:00 AM - 5:00 PM

Friday 9:00 AM - 1:00 PM

**Certificates can be picked up until 2:30 PM**