

# THEOHARIS

— MANAGEMENT, LLC —

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## Virginia Certificate of Resale Request Form

A fee of \$150 is charged for the preparation of a Certificate of Resale, payable in advance. Please make check payable to Theoharis Management LLC as agents for the Association. Please allow up to five (5) business days to complete the package. You will be notified when the package is completed and signed.

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### Please complete the information below:

Date: \_\_\_\_\_

Community/Building Name: \_\_\_\_\_

Home/Unit Address: \_\_\_\_\_

From (Unit Owner/Agent): \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

A contract has been ratified, effective: \_\_\_\_\_

### Prospective Purchaser(s) Name:

\_\_\_\_\_

### For pickup or electronic delivery of Resale Documents, please contact:

Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

Signature of Seller/Agent: \_\_\_\_\_