

HOW TO ORDER A RESALE PACKAGE

The information in a resale package is provided pursuant to the Washington, DC Cooperative Sales Contract Section 18 a - e and the Condominium Sales Contract Section 16 a - j.

The cost for the resale package is as follows:

Condominium Certificate of Resale	\$125.00 – with attachments or Cooperative Records Certificate (budget, operating statement and House Rules)
Declaration, By-Laws, Articles of Incorporation if applicable	\$50.00 – if the seller has these updated documents they may be passed on to the buyer with the above certificate
Rush Fee	\$25.00 – one to two business days

The seller must provide management with a written request and a check. Faxes are not accepted. The request must be mailed or dropped off with a check made payable to William C. Smith + Co., 1100 New Jersey Avenue, SE, Suite 1000, Washington DC, 20003. The Resale Package is done on a first-come first-serve basis.

The written request must contain:

- the building name and address
- the seller's name and apartment number
- the documents that are needed – do you need the certificate and its attachments only, or, do you also need the legal documents (Declaration, By-Laws, Articles of Incorporation if applicable)
- the telephone number and name of the person to be contacted when the package is ready for pick-up. Someone must come and sign for it.

When a contract is signed the seller has 10 business days to provide the resale package. When management receives the written request from the seller, we have 10 calendar days to provide it to the seller. Often times it can be finished within five to seven days. You will note the rush fee above if the resale package is needed within one to two business days. You are welcome to call if you wish to make sure we have received your written request and check. There is no need to call, however, and inquire if the package is ready. We call the contact person authorized on the written request the minute the package has been signed and is ready for pick up.