



Continental  
Property  
Management, Inc.

975 Easton Road Suite 102 Warrington, PA 18976 (215)343-1550

## **RESALE PACKAGE ORDERING PROCEDURE**

Per Pennsylvania law, each owner in an association is required to order a resale package and provide a complete and up to date set of Association documents to their buyer when they sell their property. Our office is permitted 10 business days to produce this package upon receipt of request. Resale package requests are processed in house. We do not use a third-party service. Typical turnaround time is 5-7 business days upon receipt of the request. An additional emergency processing fee can be paid for turnaround time within 5 business days upon receipt of payment.

PLEASE NOTE: If a resale package is ordered without documents, a release form will be provided stating the seller acknowledges they have a complete and up to date set of documents and have provided them to their buyer. This form requires signatures from both parties and seller will be liable if anything is missing.

**\*ALL FEES MUST BE PAID IN ADVANCE, PRIOR TO  
RELEASE OF RESALE PACKAGE\***

**\*\*WE ACCEPT CHECK OR MONEY ORDER ONLY\*\***

**WE ARE UNABLE TO PROCESS CREDIT CARD/PHONE PAYMENTS FOR THESE SERVICES  
(NO EXCEPTIONS)**

Please make payment payable to **CONTINENTAL PROPERTY MANAGEMENT**  
and send with completed RESALE PACKAGE REQUEST FORM to our office address:

Continental Property Management  
ATTN: RESALE DEPARTMENT  
975 Easton Road, Suite 102  
Warrington, PA 18976

Request Forms are welcome to be emailed to our Resale Coordinator, Kim Heiser ([k.heiser@cpm975.com](mailto:k.heiser@cpm975.com)), to get in process while we wait for payment to be received.

You can also drop off a request at our office if you would prefer not to mail.

**If you have any questions, please reach out to our Resale Coordinator, Kim Heiser, either by calling the office (215-343-1550) or by email ([k.heiser@cpm975.com](mailto:k.heiser@cpm975.com)).**