



Continental
Property
Management, Inc.

975 Easton Road Suite 102 Warrington, PA 18976

RESALE DOCUMENTATION FEE SCHEDULE
EFFECTIVE 01/01/2020

Please request your mortgage questionnaires, copies of association documents and settlement package information well in advance of the date they are required. We require a minimum of five (5) days notice to provide any of the following information. If less than 5 days notice is provided, excluding weekends or holidays, an additional fee of **\$75.00** will be charged.

ALL FEES MUST BE PAID IN ADVANCE PRIOR TO THE COMPLETION OF ANY OF THE FOLLOWING ITEMS. Please make your check payable to **Continental Property Management** and send along with your requests to the address above.

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| 1. Current Dues Statement for Refinancing of a Mortgage | No Charge |
| 2. Copies of Association Documents | \$ 100.00 |
| ➤ Declaration | |
| ➤ By-Laws | |
| ➤ Rules and Regulations and/or Architectural Guidelines | |
| 3. Resale Package | \$ 250.00 |
| ➤ Resale Certificate | |
| ➤ Budget – 2 years | |
| ➤ Year End Financial Statement – 2 years | |
| ➤ Capital Reserve Schedule | |
| ➤ Board List | |
| ➤ New Owner Welcome Package | |
| ➤ Assessment Coupons | |
| ➤ Dues Statement | |
| ➤ Release Forms | |
| 4. Association Documents & Resale Package | \$ 350.00 |
| 5. Emergency Service – less than 5 days notice for any of the above | \$ 75.00 |

Please call 215-343-1550 if the property for sale is in the **Tyler Walk Homeowners Association** or if you have any other questions.

Documents are sent hard copy via USPS, or pickup at our office can be requested.

***IMPORTANT NOTE: If the unit being sold is in an age restricted community, proof of age for the new occupant(s) should be provided as soon as possible. Resale documents cannot be finalized until age qualification is provided.**