



Valley View Estates Property Owners Association

3 Mountain Road  
% 1 Mountain Road  
Albrightsville, PA 18210  
[www.valleyviewpoa.com](http://www.valleyviewpoa.com)

**RESALE CERTIFICATE REQUEST FORM**

**Instructions for requesting a resale certificate:**

1. All resale fees and dues are required to be paid at the time of the request. The certificate is good for thirty (30) days from the date of issue.
2. If sending a courier to pick up the certificate, please ensure the courier knows the property address(es) being picked up.
3. After closing, VVEPOA **must** be provided with the Warranty Deed and/or Settlement Statement. Documentation should be mailed to the above address.
4. The transfer/resale of any property within the Valley View Estates community in arrears over 4 years is subject to an administrative fee of \$2500 or 1% of the transfer price, whichever is greater. This fee **MUST** be paid before property transfer will occur.

**Note for selling agent:**

Please ensure the following are understood by the buyer before closing. Valley View Estates does **NOT** allow:

- Short term Rentals
- Hunting (of any kind)
- ATVs, Golf Carts, dirt bikes or any unlicensed, unregistered, uninsured vehicles on community roads

These and all other covenant and resolutions governing our community can be accessed at: [Covenants \(valleyviewpoa.com\)](http://Covenants (valleyviewpoa.com))

Requestor: \_\_\_\_\_

Requestor's relationship to property: Owner  Title Company  Reale Estate Agent

Company Name (if applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Gf/File# \_\_\_\_\_

This information is being requested for: Sale  Refinance  Builder (Lot)

All checks associated with resale should be made payable to "**Valley View Estates POA**"

-Resale Certificate Fee: **\$125.00**      -Capital improvement Fee paid at closing by buyer: **\$345.00**

-Dues: \_\_\_\_\_      -Administrative Fee (if applicable): \_\_\_\_\_