



# Document Request Form

Community Name & Address: \_\_\_\_\_

Unit/Lot #: \_\_\_\_\_ Current Owner: \_\_\_\_\_

**Requested By:** Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: (primary) \_\_\_\_\_ (alternate) \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Other: \_\_\_\_\_

**IMPORTANT:** Standard fulfillment of all requests is 10-days unless a 'RUSH' option is selected (see below). Delivery-dates are set by the date of payment.

Please select & complete the applicable items below:

Property Questionnaire

To complete a supplied Questionnaire \$125

RUSH delivery (optional)

24-hours: +\$100.00

2-4 days: +\$ 75.00

5-7 days: +\$ 50.00

Resale Certificate

To provide a *new* Resale Certificate<sup>‡</sup> \$250

To update a Resale Certificate<sup>§</sup> \$125

RUSH delivery (optional)

2-4 days: +\$150.00

5-7 days: +\$ 75.00

Additional/Miscellaneous Documents

(ex. additional financial information, Board minutes, previous FY Budget, specific Notices, Diagrams, et cetera)

Requested information: \_\_\_\_\_

Time: \_\_\_\_\_ (hrs) at \$105.00 per hour = \_\_\_\_\_.

RUSH delivery (optional)

Materials: \_\_\_\_\_ (#) at \$0.20 per page = \_\_\_\_\_.

1-3 days: +\$50.00

Postage: Billed at actual cost = \_\_\_\_\_.

4-7 days: +\$35.00

**TOTAL COST:    \$ \_\_\_\_\_**

**Document Issue**     Electronic     Pick-up     Postal-delivery     Other: \_\_\_\_\_

Delivery Information: \_\_\_\_\_

By signing below I acknowledge and accept liability for the above-requested documents.

## ACKNOWLEDGED

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

<sup>‡</sup> RCW 64.34.425[2] allows 10 days to furnish the Resale Certificate, from the date of payment

<sup>§</sup> Resale Certificate Updates are only available on Resales Certificates originally-produced by 3stripe Management and may only updated within six (6) months of the original request.

Office Use:

Date of Payment: \_\_\_\_\_

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

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