



Document Request Form

Community Name & Address: _____

Unit/Lot #: _____ Current Owner: _____

Requested By: Name: _____ Title: _____

Phone: (primary) _____ (alternate) _____ Fax: _____

Email: _____ Other: _____

IMPORTANT: Delivery-dates are set by the date of payment.

Please select any/all applicable item(s); total cost is automatically calculated and provided below.

Property Questionnaire (provided by the Requesting party)

- Standard, supplied in 7 - 10 days = \$150
- RUSH, supplied in 3 - 5 days = \$225
- RUSH, supplied within 24 hours = \$300

Resale Certificate, NEW[‡]

- Standard, supplied in 10 days = \$275
- RUSH, supplied in 3 - 7 days = \$400
- RUSH, supplied within 48 hours = \$525

Resale Certificate, UPDATE[§]

- Standard, 10 day = \$125
- RUSH, 5-7 day = \$200
- RUSH, 2-4 day = \$275

Additional/Miscellaneous Documents

Providing additional/miscellaneous information (ex. Board minutes, previous FY Budget, specific Notices, Diagrams, et cetera) will be performed on a time & materials basis:

Request Fulfilment Fee

- Standard, 10-day = \$35
- RUSH, 5-7 day = \$50
- RUSH, 2-4 day = \$75

Time & Material cost

- Time at \$105.00 per hour
- Materials & Postage at cost

TOTAL COST: \$ _____ (Our electronic invoice will provide multiple payment options)

Document Issue Electronic Pick-up Postal-delivery Other: _____

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

ACKNOWLEDGED

Print Name & Title

Signature

[‡] RCW 64.34.425[2] allows 10 days to furnish the Certificate from the date of payment & also provides the list of required items.

[§] Resale Certificate Updates are only available on Resales Certificates originally-produced by stripe Management and may only be updated within six (6) months of the original request.

Office Use:

Additional documents requested: _____

Date of Payment: _____ Due Date: _____ Date Issued: _____