PLANNING TO SELL?

THE FOLLOWING PROCEDURES WILL GUIDE YOU THROUGH THE VARIOUS STEPS REQUIRED TO SELL YOUR SPRUCE HILL FARMS PROPERTY.

- **Print a copy of this Document.**

- **Complete the Resale Application ONLY after you have a prospective buyer.**

- **All of the information requested on the Application Form is required (except for the buyer=s agent) before you send it to the Property Owners Association=s Office. Your real-estate agent will be able to assist you with the Title Company information.**

- **Your check in the amount of $200.00 must be submitted with your Application.**

  Please NOTE: An incomplete Application will delay processing.

- **Send both your completed application and check to:**

  Spruce Hill Farms POA, PO Box 208, Canadensis PA 18325-0208.

- **If you want an acknowledgment of receipt of your Application, you may either request a call using the number on the application or provide a self-addressed stamped envelope with your Application and an acknowledgment will be returned to you.**

- **Finally, if you have any questions, please call the POA Office on: (570) 595-7771. If no one is there, just leave your name, a brief message, together with your telephone number and the Financial Secretary will return your call.**

Spruce Hill Farms POA Resale Application

Seller Information

Name: _____
Street Address: _____
City, State and Zip Code: _____
Telephone Number: _____

Listing Agency:
Company Name: _____
Street Address: _____
City, State and Zip Code: _____

Agent=s Name: _____
Telephone (office a/o Cell) _____ _____
FAX Number: _____

Buyers Information

Name: _____
Street Address: _____
City, State and Zip Code: _____
Telephone Number: _____

Buyer=s Agency (if there is one):

Company Name: _____
Street Address: _____
City, State and Zip Code: _____

Agent=s Name: _____
Telephone/FAX Numbers: _____ _____

Title Company for Settlement Information

Company Name: _____
Street Address: _____
City, State and Zip Code: _____

Representative=s Name: _____
Telephone/FAX Numbers: _____ _____