



## SPRUCE HILL FARMS -Resale Certificate Checklist

- PRINT A COPY OF THIS DOCUMENT(AND PRINT) or DOWNLOAD PRINT FILL, SCAN AND EMAIL
- COMPLETE THE RESALE APPLICATION ONLY AFTER YOU HAVE A PROSPECTIVE BUYER
- APPLICATION FORMS MUST BE COMPLETELY FILLED OUT
- YOUR CHECK IN THE AMOUNT OF \$200.00 MUST BE SUBMITTED WITH YOUR APPLICATION ( PAYABLE TO - SPRUCE HILL FARMS POA)
  - INCOMPLETE APPLICATIONS WILL BE DELAYED
- SEND BOTH YOUR **COMPLETED APPLICATION AND \$200.00 CHECK** TO
  - SPRUCE HILL FARMS POA ,  
PO BOX 208, CANADENSIS PA. 18325-0208
  - OR
  - DIRECT ZELL PAYMENTS (\$200.00 can be made with email request [shfresalecertificate@gmail.com](mailto:shfresalecertificate@gmail.com))
- YOU WILL RECEIVE AN ACKNOWLEDGEMENT OF RECEIPT OF YOUR APPLICATION WHEN YOU PROVIDE EITHER AN **EMAIL ON THE APPLICATION** or A SELF ADDRESSED STAMPED ENVELOPE .
- IF YOU HAVE QUESTIONS PLEASE send email DIRECTLY to [shfresalecertificate@gmail.com](mailto:shfresalecertificate@gmail.com)
- WE USE EMAIL AS OUR PRIMARY CONTACT FORM AS OUR BOARD IS REMOTE AND VOLUNTEER. THESE REQUESTS ARE HANDLED IMMEDIATELY.

SELLER INFORMATION ( ALL INFORMATION MUST BE INCLUDED )	
NAME	
STREET ADDRESS	
CITY	
STATE	
ZIPCODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	
SELLER'S REAL ESTATE AGENCY ( ALL INFORMATION MUST BE INCLUDED )	
COMPANY NAME	
REAL ESTATE AGENT	
STREET ADDRESS	
CITY	
STATE	
ZIPCODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	
BUYER INFORMATION ( ENCLOSE A \$200.00 CHECK PAYABLE TO SPRUCE HILL FARMS POA ) ( ALL INFORMATION MUST BE INCLUDED )	
NAME	
STREET ADDRESS	
CITY	
STATE	
ZIPCODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	
BUYERS REAL ESTATE AGENCY ( ALL INFORMATION MUST BE INCLUDED )	
COMPANY NAME	
REAL ESTATE AGENT	
STREET ADDRESS	
CITY	
STATE	
ZIPCODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	
TITLE COMPANY FOR SETTLEMENT INFORMATION ( ALL INFORMATION MUST BE INCLUDED )	
COMPANY NAME	
TITLE AGENT	
STREET ADDRESS	
CITY	
STATE	
ZIPCODE	
TELEPHONE NUMBER	
EMAIL ADDRESS	
<input type="checkbox"/> ACKNOWLEDGEMENT REQUESTED VIA EMAIL TO ALL PARTIES ( IF PHYSICAL COPY REQUESTED PLEASE SEND SELF ADDRESSED ENVELOPE FOR MAILED COPY )	