



## RESELL CERTIFICATE CHECKLIST

- ✓ PRINT A COPY OF THIS DOCUMENT AND FILL IT OUT – SCAN AND EMAIL
- ✓ COMPLETE THE RESELL APPLICATION ONLY AFTER YOU ARE UNDER CONTRACT WITH A BUYER
- ✓ APPLICATION FORM MUST BE FILLED OUT COMPLETELY
- ✓ YOUR CHECK IN THE AMOUNT OF \$200.00 **MUST** BE SUBMITTED WITH YOUR APPLICATION
  - PAYABLE TO – SPRUCE HILL FARMS POA
- ✓ **SEND BOTH YOUR COMPLETED APPLICATION AND \$200.00 CHECK TO**
  - SPRUCE HILL FARMS POA
  - PO BOX 208
  - CANADENSIS, PA 18325-0208
- ✓ YOU WILL RECEIVE AN ACKNOWLEDGEMENT RECEIPT OF YOUR APPLICATION WHEN YOU PROVIDE EITHER AN EMAIL ADDRESS OR A SELF ADDRESSED STAMPED ENVELOPE.
- ✓ IF YOU HAVE ANY QUESTIONS PLEASE SEND AN EMAIL DIRECTLY TO SHFRESALECERTIFICATE@GMAIL.COM OR 570-495-1550 AND LEAVE A MESSAGE

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	
_____ ACKNOWLEDGEMENT REQUESTED VIA EMAIL TO ALL PARTIES ( IF PHYSICAL COPY REQUESTED PLEASE SEND SELF ADDRESSED ENVELOPE FOR MAILED COPY )	