



## RESELL CERTIFICATE CHECKLIST

1. PRINT A COPY OF THIS DOCUMENT AND FILL OUT ALL INFORMATION.
  - a. COMPLETE THE RESELL APPLICATION ONLY AFTER YOU ARE UNDER CONTRACT WITH A BUYER (AFTER ALL CONTINGENCIES ARE REMOVED)
2. MISSING INFORMATION WILL DELAY PROCESSING.
3. YOUR CHECK FOR \$200.00 (SELLER) MUST BE SUBMITTED WITH YOUR APPLICATION.
  - i. PAYABLE TO - **SPRUCE HILL FARMS POA**
4. SEND BOTH YOUR COMPLETED APPLICATION AND \$200.00 CHECK TO
  - i. **SPRUCE HILL FARMS POA**
  - ii. **PO BOX 208**
  - iii. **CANADENSIS PA 18325**
5. AND EMAIL [SPRUCEHILLFARMSPOA@GMAIL.COM](mailto:SPRUCEHILLFARMSPOA@GMAIL.COM) FOR US TO BE ON THE LOOK OUT FOR THIS FROM YOU (NAME AND LOT #)
6. YOU WILL RECEIVE AN ACKNOWLEDGEMENT RECEIPT OF YOUR APPLICATION WHEN WE RECEIVE THE PACKAGE.
7. IF Selling without a REALTOR / TITLE COMPANY all fees are due on your transfer of property.
8. IF YOU HAVE QUESTIONS PLEASE SEND AN EMAIL TO [SPRUCEHILLFARMSPOA@GMAIL.COM](mailto:SPRUCEHILLFARMSPOA@GMAIL.COM) OR CALL 570-495-1550
9. THE CAPITAL IMPROVEMENT FEE IS \$750.00 PER LOT TRANSFER ( THIS BUYER EXPENSE IS DUE AT CLOSING)
  - a. TITLE COMPANIES PLEASE CONTACT US AS SOON AS YOU RECEIVE THIS REQUEST FROM YOUR BUYER/SELLER



<b>SPRUCE HILL FARMS POA - PO BOX 208 CANADENSIS PA 18325 ( MAILING ADDRESS)</b>	
<b>SELLER INFORMATION (\$200.00 CHECK MUST ACCOMPANY THIS FORM)</b>	
<b>NAME</b>	
<b>STREET ADDRESS</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIPCODE</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>SELLER REAL ESTATE AGENCY</b>	
<b>COMPANY NAME</b>	
<b>REALTOR</b>	
<b>STREET ADDRESS</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIPCODE</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>BUYER INFORMATION</b>	
<b>NAME</b>	
<b>STREET ADDRESS</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIPCODE</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>BUYER REALTOR INFORMATION</b>	
<b>COMPANY NAME</b>	
<b>REALTOR</b>	
<b>STREET ADDRESS</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIPCODE</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>TITLE AGENCY WILL COLLECT \$750 CAPITAL IMPROVEMENT FUND FEE</b>	
<b>COMPANY NAME</b>	
<b>TITLE AGENT</b>	
<b>STREET ADDRESS</b>	
<b>CITY</b>	
<b>STATE</b>	
<b>ZIPCODE</b>	
<b>TELEPHONE NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>ACKNOWLEDGEMENT REQUESTED -PLEASE EMAIL <a href="mailto:SPRUCEHILLFARMSPA@GMAIL.COM">SPRUCEHILLFARMSPA@GMAIL.COM</a></b>	