

# KAPPES MILLER MANAGEMENT RESALE CERTIFICATE REQUEST FORM



**DELIVER TO:**  
1500 - 112th AVENUE NORTHEAST  
BELLEVUE, WA 98004  
(425) 688-2046

**MAIL TO:**  
KAPPES MILLER MANAGEMENT, LLC  
POST OFFICE BOX 50330  
BELLEVUE, WA 98015-0330

UNIT NUMBER:	NAME OF CONDOMINIUM:
Owner(s) Name:	Day Phone No.
Unit Address:	
Real Estate Agents Name:	Day Phone No.
Escrow Company (if known):	Day Phone No.

**DELIVERY INSTRUCTIONS** (Check One)

I will pick up the Resale Certificate. Please contact me once it is available.

Please mail the Resale Certificate (for an additional \$15.00 to cover S&H) to the following address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**IN CONNECTION WITH THE RESALE CERTIFICATE**

**ITEM 17 (9): NON-CONFIRMING UNIT ALTERATIONS** (Check One)

- A. There are no alterations or improvements to the Unit or to the limited common elements assigned thereto that violate any provisions of the Declaration.
- B. Attached hereto as Exhibit 17 (9) is a statement describing any alterations or improvements to the Unit or to the limited common elements assigned thereto that violate any provision of the Declaration.

**ITEM 19 (11): CODE VIOLATIONS** (Check One)

- A. There are no violations of the health or building codes with respect to the Unit, the limited common elements assigned thereto, or any other portion of the Condominium.
- B. Attached hereto as Exhibit 19 (11) is a statement describing any violations of the health or building codes with respect to the Unit, the limited common elements assigned thereto, or any other portion of the Condominium.

I certify under penalty of perjury under the laws of the State of Washington that I am an owner of the Unit or the Unit Owner's Agent, and that, to the best of my knowledge and belief, the foregoing is true and correct.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
(Unit Owner's/Unit Owner's Agent's Signature)

\_\_\_\_\_  
(Unit Owner's/Unit Owner's Agent's Signature)

**PAYMENT OPTION 1 BY CHECK**

Enclosed is a check for \$247.00 (includes WSST) (\$262.00 to include S&H if completed Resale Certificate to be mailed) made payable to Kappes Miller Management for preparing the Resale Certificate and Exhibits. I understand that there is a fee of \$247.00 for each additional Resale Certificate. I further understand that the Resale Certificate will be completed within 10 business days of receipt of the \$247.00 payment and this written request form at Kappes Miller Management. I further understand that this Resale Certificate will be good for 45 days from completion date.

Because time is of the essence in this matter, I require an expedited preparation of the Certificate at a fee of \$411.00 (includes WSST). The Certificate will be completed within 72 hours of receipts of the \$411.00 payment and this written request form at Kappes Miller Management's office.

We are in need of the minutes from the past 12 months and have added an additional \$45.00 to the Resale Certificate Fee.

We are in need of the minutes from the past 2 years and have added an additional \$65.00 to the Resale Certificate Fee.

Enclosed is a check for an update on the expired (45 days past completion date) original resale certificate I ordered. \$65.50 - up to 3 months; \$85.50 - 3 to 6 months; \$115.50 - 6 months to 1 year past completion date (WSST included).

**PAYMENT OPTION 2 BY CREDIT CARD**



For your convenience, you may charge your payment to VISA/MC. Please complete and fax for processing. ALL INFORMATION IS CONFIDENTIAL.

PLEASE CIRCLE ONE: VISA    MASTERCARD

Requesters Name

Card Holder's Name

Billing Address

City/State/Zip

Card Number

Expiration Date.....1

3 Digit Card Verification Number (CVV2 Code)

Payment Amount \$

Signature

Date

Charge backs will be considered delinquent and subject to collection charges



**DISCLOSURE  
DEPARTMENT**

**PHONE: (425) 688-2020**

**FAX: (425) 688-2046**

KMM DATE: \_\_\_\_\_

TIME/DELIVERY METHOD: \_\_\_\_\_

AMOUNT \$: \_\_\_\_\_

CHECK NUMBER: \_\_\_\_\_

FOR KAPPES MILLER USE ONLY