

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[HOA Name]
[HOA Management Company Name, if applicable]
[HOA Address]
[City, State, Zip Code]

RE: Request for Resale Disclosure Certificate

Dear [HOA Board/Property Manager],

I am the current owner of the property located at [Property Address]. I am writing to formally request a Resale Disclosure Certificate (also known as an Estoppel Certificate or Resale Package) for this property as I am preparing to sell my home.

Please include all legally required documentation, including but not limited to:

- Current assessment amounts and payment status.
- Notice of any unpaid fines or violations.
- A copy of the current budget and financial statements.
- Current Governing Documents (CC&Rs, Bylaws, and Rules).
- Notice of any pending litigation or planned special assessments.

Please let me know the total fee for this request and the accepted method of payment. If there is a specific form required by the association to complete this process, please provide it as soon as possible.

I would like the completed documents delivered via [Email/Standard Mail] to [Recipient Email or Address].

Thank you for your prompt attention to this matter. Should you have any questions, please contact me at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]