



Resale Certificate Application

Fee: \$200.00

This application involves two steps:

- 1) Please email completed form to: llcaaccounting@ptd.net
- 2) Mail completed form with a check or money order via 1st class mail to:

Leisure Lands Community Association, Inc.
3238 Leisure Lands Road
East Stroudsburg, PA 18302-889

Date: _____

Seller's Agent: _____

Agent's telephone number: _____

Agent's email: _____

Seller's name (s): _____

If owned by a bank, date the bank acquired the property: _____

Section: _____

Lot No(s): _____

Road: _____

Buyer's name (s): _____

Address: _____

Phone: _____

Email: _____

Title Company: _____

Phone: _____

Email: _____

Anticipated settlement date: _____

Person submitting form: _____

Terms and Conditions

A Resale Certificate will be sent to the seller. The seller is responsible for the transfer fee of \$325.00. A Resale Certificate will not be issued until a check or money order is received via mail or at our drop box near our mailboxes (shed). Please refrain from constant emails and phone calls for the status of the Resale Certificate. The mail is checked twice a week. Therefore, the Resale Certificate will be issued 5-7 business days from the receipt of the paid fee. A \$35.00 bank fee will be charged to the seller for a returned check.

If a request is submitted on a federal holiday or while the office is closed, an expedited fee will be charged for status of the certificate and to receive it on the day of a federal holiday or while the office is closed for vacation.