



## BMLC Resale Request

Please complete and forward this Resale Request Form and payment to: [yvonne@preferredmanagement.org](mailto:yvonne@preferredmanagement.org) or by fax to (570) 300-1714 or deliver to BMLC, 121 Pocahontas Rd., E. Stroudsburg, PA 18301. For questions or to pay with a debit/credit card please call (570) 421-2129.

**Do not proceed unless you have email addresses for all parties. You must include email addresses for the Seller and Buyer. Do not list an agent's email for them. If you do not provide direct contact information for either party, your resale will NOT be processed.**

**Payment for the resale certificate and package is due at the time of this request submission.**

(forms of payment: check, money order or credit card – please note: there is a 3% admin fee for all credit/debit card transactions)

Standard Resale Certificate (within 10 days from date of payment – emailed)	\$ 250.00
Rush Service (within 72 hours – emailed)	\$ 275.00
Hard copies are available with any of the above options. Add \$25.00 to fee.	

**Resale request date:** \_\_\_\_\_ **Anticipated Closing Date:** \_\_\_\_\_

**Resale Certificate For: (BMLC Property Address):**

Seller	Buyer
Sellers Name(s): <i>name all parties on the deed</i>	Buyers Name(s):
Sellers Email Address(es): This email must belong to the seller. DO NOT enter agent info here).	Buyers Email Address(es): This email must belong to the buyer. DO NOT enter agent info here).
Sellers Agent Name:	Buyers Agent Name:
Seller(s) Agent Phone #:  Seller(s) Agent Email:	Buyer(s) Agent Phone #:  Buyer(s) Agent Email:
Closing Title Company:	
Closing Title Company Email address:	



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**BMLC OFFICE USE ONLY:**

BMLC PROPERTY ADDRESS: \_\_\_\_\_

BMLC ACCT#/LOT#: \_\_\_\_\_

DATE PAYMENT RECEIVED: \_\_\_\_\_ AMOUNT RECEIVED: \$ \_\_\_\_\_

PAYMENT MADE VIA: \_\_\_\_ CHECK \_\_\_\_ MO \_\_\_\_ CREDIT CARD \_\_\_\_\_ (please check one)

RESALE CERTIFICATE & PACKAGE DELIVERED/EMAILED DATE: \_\_\_\_\_

RESALE CERTIFICATE & PACKAGE COMPLETED BY: \_\_\_\_\_