



REQUEST FOR 5407 RESALE CERTIFICATE

A 5407 Resale Certificate should be requested once the property has a buyer and before closing. Under the Pennsylvania Uniform Planned Community Act, NCCA has 10 days from receipt of a completed request to provide the documents required under Section 5407.

Both the completed form and payment must be received before processing begins. To pay online, scan the applicable QR code below and enter the seller's full name and email exactly as shown on this form. Checks or money orders payable to "Newtown Crossing Community Association" may instead be mailed with the form.

The \$100 update/reissue fee applies to changes in the closing date or buyer information, or to a financial update requested more than 30 days after the original certificate date.

Mail completed form to: 206 Hidden Valley Lane, Newtown, PA 18940.

IMPORTANT: This address does not accept UPS, FedEx, or certified mail.

Questions: Susan Hepp at susan.heppncca@outlook.com

Property Information:

Today's Date: _____

Address: _____

City, St, Zip: _____

Closing Date: _____

Sale Price: _____

Seller's Information:

Name 1: _____

Name 2: _____

Phone #: _____

E-mail: _____

Enrolled in ACH AutoPay for HOA Dues? ☐ Yes ☐ No

Address where documentation is to be sent:

Company: _____

Attn: _____

Address: _____

City, ST, Zip _____

Phone #: _____

E-mail: _____

Buyer's Information:

Buyer Type: ☐ Individual(s) ☐ Business/LLC

Name 1: _____

Name 2: _____

Phone #: _____

E-mail 1: _____

E-mail 2: _____

ONLINE PAYMENT - SCAN THE APPLICABLE QR CODE



\$400 STANDARD

5-10 business days

[Click to pay online](#)



\$500 EXPEDITED

1-3 business days

[Click to pay online](#)



\$100 UPDATE/REISSUE

3-5 business days

[Click to pay online](#)