



## REQUEST FOR 5407 RESALE CERTIFICATE

A 5407 Resale Certificate is requested once your home has a buyer and prior to the date of closing. As set forth in the Pennsylvania Uniform Planned Community Act, the Association has 10 days from the date a request is received to provide the information and copies of documents required to comply with section 5407 of the Act.

The fee for preparation of the Resale Certificate and all required documents is \$400. Payment must be made before a request is processed. **EXPEDITED SERVICE** (Required in less than 10 days): An additional fee of \$100 applies for a total of \$500 if you require the certificate in less than 10 days. Additionally, an **Update/Change Fee** of \$100 applies if a previously issued Resale Certificate needs to be updated or re-issued due to changes in the closing date, buyer information, or if a financial update is requested more than 30 days after the original certificate date. Payment must be made before a request is processed.

Please return this completed form and a check or money order for the applicable fee (made payable to: "Newtown Crossing Community Association") to the following address: 206 Hidden Valley Lane, Newtown, PA 18940 **\*\*\*IMPORTANT: THIS ADDRESS DOES NOT ACCEPT UPS, FEDEX, OR CERTIFIED MAIL.\*\*\***

Any questions, please email Susan Hepp at [susan.heppncca@outlook.com](mailto: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: \_\_\_\_\_

### NCCA Use Only

File #	Lot #	Date Received	\$ Amount Paid	Payment Type	10-Day Deadline	Date Sent