



nicklin property management & investments, inc.

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Resale Package Request Form

Nevada Revised Statutes require certain documents and certificate (collectively, the "resale package") to be made available to prospective purchasers of property within a Common Interest Community (the "Association"). The Seller of such property is required to make these documents available and the Association or its agent must provide these documents upon request by property owners.

- Declaration of Restrictions (CC&Rs)
- Bylaws
- Rules & Regulations
- Information Statement required by NRS 116.41095
- Statement of monthly assessments for common expenses and any unpaid assessments (included in the Resale Package Statement prepared by the Association)
- Current operating budget
- Current financial package of the Association
- Summary of the reserves study
- Statement showing any unsatisfied judgments or pending legal actions against the association and the status of any pending legal actions relating to the common-interest community of which the unit's owner has actual knowledge.
- A statement describing all current and expected fees or charges for each unit, including, without limitation, association fees, fines, assessments, late charges or penalties, interest rates on delinquent assessments, additional costs for collecting past due fines and charges for opening or closing any file for each unit (included in the Resale Package Certificate prepared by the Association and attachments)

Dear Association: I am in the process of selling my property at the below noted address. Per NRS 116, please provide all of the above listed documents. I understand that Nicklin Property Management charges a fee of \$160.00 to prepare the Resale Package on my behalf and has **10 business days to prepare the package**. If the package is required to be furnished sooner than 3 business days after the date of the request, an additional rush fee of \$65.00 may be charged. The fee(s) must be paid in full, *cash only*, at time of resale package pickup. **PLEASE CHECK ONE: Standard RUSH**

The Association and Nicklin Property Management are authorized to release any other documents/information requested by the Buyer or his agent to facilitate in this transaction, including, but not limited to, status of any compliance matters and fines charged to my account, off-site mailing addresses compared to on-site addresses, etc.

PROPERTY ADDRESS

SELLER OR AUTHORIZED AGENT

DATE

PERSON TO CONTACT WHEN PACKAGE IS READY FOR PICK UP – NAME & PHONE #

ASSOCIATION NAME (OFFICE USE ONLY)