



11411 Southern Highlands Parkway, Suite 100  
 Las Vegas, NV 89141  
 (702) 361-6640  
 resalepackets@olympiacompanies.com

(OFFICE USE ONLY)  Paid  Mailed  
 Picked Up By:  Owner  Agent  Courier  
 Picked Up By (print name): \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Resale Packet Request

## RESALE PACKET CONTENTS:

NRS 116.4109(3) states that the Association shall furnish these requested documents within 10 days after receipt of a written request by a unit's owner or his or her authorized agent.

### A. Certificate Documents (\$160 for items 1-3) as defined by NRS 116.4109(3b) & NAC 116.465

1. Statement of Monthly Assessments for common expenses and any unpaid assessments of any kind currently due from the selling unit's owner. **Unit Owner's signature is required below.**
2. Statement showing any unsatisfied judgments or pending legal actions against the Association and the status of any pending legal action relating to the common interest community
3. Statement of Fees

### B. Non-Certificate Documents (\$20 for electronic format) as defined by NRS 116.4109(4c)

1. Disclosure/Information Statement
2. Articles of Incorporation
3. Association Bylaws
4. Covenants, Conditions and Restrictions
5. Architectural Design Manual (most recent version-- if applicable)
6. Collection, Penalty, and Abatement Policies (if applicable)
7. Rules & Regulations
8. Current Operating Budget
9. Current Financial Statement (Income Statement and Balance Sheet)
10. Summary of the Reserves

### C. Special Handling

1. 3-Day Expedite Fee\* (mailing fee extra).....\$100.00
2. 24-Hour Expedite Fee\* (mailing fee extra).....\$125.00  
 \* Excludes weekends, holidays, and office closures.
3. Mailing & Postage Fee.....\$8.50

**NO CASH OR PERSONAL CHECKS ACCEPTED. PAYPAL IS NOW AVAILABLE. STANDARD PAYPAL FEES APPLY. MONEY ORDERS OR CASHIER'S CHECKS MADE PAYABLE TO "OMS" ONLY.**

## Community

Select **ONE** community per request form.

- Bella Sera
- Estates
- Horizon Gibson
- Interlude
- Lennar Masters Collection
- Monterosso Premier
- Olympia Ridge
- Royal Highlands
- Southern Highlands
- Tuscan Cliffs
- Vintage Valley

### 1. Resale Packet Documents

\$ \_\_\_\_\_

### 2. Special Handling

Expedite\* \$ \_\_\_\_\_

Mail \$ \_\_\_\_\_

**Total Due** \$ \_\_\_\_\_

All charges include sales tax.

## AUTHORIZATION: (Check One) Owner's signature AND CIC Resale Package form required.

I authorize Olympia Management Services (OMS), on behalf of the Association, to include in the prepared Resale Packet a statement of monthly assessments for common expenses and any unpaid expenses of any kind currently due from the selling unit.

Owner's Signature: \_\_\_\_\_ Date \_\_\_\_\_

In lieu of the Owner's signature, I have attached a copy of the signed CIC Resale Package form authorizing OMS, on behalf of the Association, to include in the prepared Resale Packet a statement of monthly assessments as outlined in #A1. **(Signed CIC must be attached.)**

Agent's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Owner \_\_\_\_\_

Requestor's Name \_\_\_\_\_

Property Address \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

# CIC RESALE PACKAGE



\_\_\_\_\_  
PROPERTY ADDRESS

TO: \_\_\_\_\_ Association.

Dear Association: I am in the process of selling my property at the above-noted address. Nevada law requires an owner or his authorized agent—at the owner’s expense—to provide certain documents and a certificate (collectively, the “resale package”) to prospective purchasers of property within a Common Interest Community (“the Association”). This requirement cannot be waived or varied by agreement in a residential transaction. The Association or its managers must provide these documents upon request by a property owner or his authorized agent..

Per NRS 116.4109 and 116.41095, please provide all of the documents listed below. I understand that I may be charged a reasonable fee for the production of copies. I am requesting the documents as of the date of your receipt of this request. I understand that the law allows you up to ten (10) days to deliver the documents to me. Please call me with any questions.

- ◆ Declaration of Restrictions (CC&Rs)
- ◆ Association Bylaws
- ◆ Rules and Regulations of the Association
- ◆ Information Statement (“Did You Know?”) per NRS 116.41095
- ◆ Statement of monthly assessments for common expenses and any unpaid assessments *(Included in the certificate prepared by the Association)*
- ◆ Current operating budget
- ◆ Current financial statement of the Association, including a summary of the reserves study
- ◆ Statement of any unsatisfied judgments and the status of any pending legal action against the Association or relating to the Common Interest Community of which the Seller has actual knowledge *(Included in the certificate prepared by the Association)*
- ◆ Statement of any transfer fees, transaction fees or any other fees associated with the resale of a unit *(Included in the certificate prepared by the Association)*
- ◆ Statement describing all current and expected fees or charges for each unit, including, without limitation, late charges or penalties, interest rates on delinquent assessments, additional collection costs, etc. *(Included in the certificate prepared by the Association)*

**Both Association and Seller are required to provide a separate disclosure of any known defects as may be required under NRS 40 relating to construction defects.**

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone No.

Please deliver the documents to: \_\_\_\_\_ (Name)  
at: \_\_\_\_\_ (Address)