

Request for ReSale Certificate

Property Information

Property Address _____

Legal Address (include LT BLK and SEC) _____

Current Owner _____

Requestor Information

Name _____

Relation to Owner _____

Address _____

Phone _____

Email _____

Delivery Information

How should the Westbury Civic Club deliver the completed ReSale Certificate? (CHECK ONE)

____ Email to Requestor (email address provided above)

____ Email to another party _____

____ Mail to Property Address (additional mailing costs apply)

____ Mail to the Requesting party's address (additional mailing costs apply)

____ Requesting party will pick up at the Westbury Civic Club Office. The WCC will call the provided number above when available for pickup (office hours – Monday – Thursday 9AM-12PM)

**Certificate will be mailed via USPS unless otherwise specified by requestor or mailing label provided.*

Fee Information

- \$100 fee must accompany this request in order for the Westbury Civic Club to process
- Westbury will provide completed ReSale Certificates for the requested property within 7 business day of receipt of form and fee.
- RUSH ReSale Certificate – Fee is \$150 total if needed within 3 business days



Westbury Civic Club
5322 W. Belfort, Ste 100
Houston, TX 77035
www.westburycrier.com
wesburycc@sbcglobal.net

For WCC Office Use ONLY: Date Received _____ Check or MO # _____ Completed Date and Person _____ Format Sent _____
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