



Selling or Refinancing of Residential Property in the Las Colinas Development

The Las Colinas Association is the master Association for the Las Colinas Development. Anyone who purchases property within the deed restricted area of Las Colinas automatically becomes a member of and pays dues to the Association. They may **also** pay dues to one of the homeowners associations listed below. **A Resale Certificate is one method that the Owner(s) or Owner(s) Representative/Agent, may obtain information for the sale of properties located within the deed restricted area of Las Colinas and is described below.**

Resale Certificate, the current document processing fee *that is due with the request* is:

*Residential Home or under construction, individual Condo, Townhome or Villa: \$150.00

*Residential (Vacant Lots): \$125.00

Meets the requirements under section 207.003, Texas Property Code

After **completing** and **signing** the attached Request Form, you may email or fax with a copy of the payment for the document processing fee to the email or fax number listed below and mail the originals. **REQUESTS WITHOUT PAYMENT WILL BE RETURNED.** Requests with payments will be processed as soon as possible.

Homeowner Associations that may collect additional dues which you may also need to obtain information from are listed below:

Avalon Square Townhomes HOA contact Singer Association Management at 972.402.8352 ext 222

Cottonwood Hill Estates HOA contact BG Management at 214.244.7143

Cottonwood Valley HOA contact RTI/Community Management Associates, Inc. (CMA) at 972.943.2800

Country Club Place Condominiums contact Excel Association Management at 972.881.7488

Emerald Valley – Irving Emerald Valley & Emerald Valley Villas HOA contact SBB Management at 817.482.1547ext 471

Enclave at Windsor Ridge HOA contact RTI/Community Management Associates, Inc. at 972.943.2855

Fairway Vista HOA contact Guardian Association Management, LLC at 972.458.2200

Fox Glen HOA contact Principal Mangement Group at 817.654.4242 ext 202

Grand Treviso Condominiums contact Somerset Association Management at 214.496.0200

Hackberry Creek HOA contact Capital Consultants Management Corporation, (CCMC) at 972.401.4946

Hunters Ridge Townhomes Association contact SBB Management 972.960.2800 ext 316

Hunter Valley Townhome Owners Association contact SBB Management at 817.482.1547 ext 417

LaVillita – City Homes/Centex Townhomes ONLY contact BPMI Management at 214.378.1112

LaVillita HOA - Portrait Town Homes ONLY contact Principal Management at 214.368.4030

Lakes of Las Colinas contact RTI/Community Management Associates, Inc. at 817.215.7192

Mandalay Place at Las Colinas HOA (Ladera Village) contact RTI/Community Management Associates, Inc. at 972.943.2885

Positano Condominium Association, Inc. - Villas/Flats contact North American Properties at 972.374.5273

Quail Run Condominiums contact Principal Group at 972.541.1331

Riverside Village HOA contact RTI/Community Management at 817.215.7185

University Hills AOH contact at 972.957.2168 (Currently a non-mandatory Association)

University Park HOA contact Protea Real Estate Management at 972.248.6065 ext 116

Visit our WEB SITE at www.LasColinasAssn.com for additional information about The Las Colinas Association.

PAY ON-LINE or find out more about The Las Colinas Association at www.LasColinasAssn.com.

Sincerely,

Velma J. Martindale

Data Base Administrator



RESALE CERTIFICATE REQUEST

Included with the Resale Certificate are the Association's Restrictive Covenants, Rules and Regulations, Bylaws, Certificate of Insurance, Operating Budget, Balance Sheet and a Statement of Account for the Property.

THE DOCUMENT PROCESSING FEE, DUE WITH THIS REQUEST IS CURRENTLY:

Residential Home or under construction, Individual Condo, Townhome or Villa: \$150

Residential Vacant Lot: \$125

Updates within 180 days of the original certificate date: \$150

PAY WITH MASTERCARD OR VISA ONLINE AT www.LasColinasAssn.com

OR MAKE CHECKS PAYABLE TO THE LAS COLINAS ASSOCIATION

INSTRUCTIONS: PLEASE PRINT TO ASSURE THE INFORMATION IS LEGIBLE-FILL OUT COMPLETELY and SIGN. Send the completed request (include the document processing fee if paying by check) to the address listed below. Request will be processed as soon as possible. Our goal is within a ten day period. Visit our WEB Site at LasColinasAssn.com for additional information. The completed certificate cannot be emailed or faxed but will be delivered by the method indicated below.

Date: _____

Attn: Velma Martindale
LCA# _____
OFFICE USE ONLY
Revised: October 22, 2009.

PROPERTY ADDRESS:: _____

LEGAL DESCRIPTION: _____

OWNER or OWNER'S REPRESENTATIVE/AGENT MAKING THE REQUEST:

RESALE CERTIFICATE REQUEST

<p>Name _____</p> <p>Company _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Phone _____ Fax _____</p> <p>Email _____</p>	<p>The undersigned Owner or Owner(s) Representative or Agent requesting this Resale Certificate agrees to provide the Owner(s) with a copy of the document immediately upon receipt:</p> <p style="text-align: center;"> </p> <p>Available Delivery Methods (Initial your choice):</p> <p>Pick up: _____ FedEx: (Provide Label w/request) _____</p>
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TITLE COMPANY:

Name _____	
Company _____	
Address _____	
City, State, Zip _____	
Phone _____	Fax _____
Email _____	
General File Number _____	Closing Date _____

PROPERTY OWNER:

Name _____	
Company _____	
Address _____	
City, State, Zip _____	
Phone _____	Fax _____
Email _____	
A COPY OF THE RESALE WILL BE MAILED TO THE OWNER LISTED IN THE ASSOCIATION RECORDS.	

PURCHASER/BUYER:

Name _____	
Company _____	
Address _____	
City, State, Zip _____	
Phone _____	Fax _____
Email _____	

OWNER'S REALTOR:

Name _____	
Company _____	
Address _____	
City, State, Zip _____	
Phone _____	Fax _____
Email _____	