



Document Request Form

Community Name _____

Current Owner _____

Unit/Lot # _____ Address _____

Requested by _____

Phone _____ Alt phone _____

Fax _____ Email _____

- Listing Agent
- Buyers Representative
- Lender
- Closing Escrow Agent

**** Document turn around time begins once payment is received ****

**** Turn Around Time Days = Working Days: Monday - Friday, excluding weekends and holidays ****

Select any/all items that apply | Total cost is automatically calculated and provided below

Property Questionnaire: Questionnaire Provided to 3SM by Requesting Party

- Turn Around Time: Standard - 10 Days = \$150
- Rush - 5 Days = \$225
- Rush - 2 Days = \$300

Resale Certificate:

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------|
| NEW CERT: Standard - 10 Days = \$275 <input type="checkbox"/> | UPDATE: Standard - 10 Days = \$125 <input type="checkbox"/> |
| Rush - 5 Days = \$400 <input type="checkbox"/> | Rush - 5 Days = \$200 <input type="checkbox"/> |
| Rush - 2 Days = \$525 <input type="checkbox"/> | Rush - 2 Days = \$275 <input type="checkbox"/> |

RCW 64.34.425(2) allows 10 days to furnish the Certificate from the date of payment & also provide the list of required items

Resale Certificate Updates are only available on Resale Certificate originally-produced by 3stripe Management and may only be updated within six (6) months of the original request

Document Issued Electronically

Please contact 3SM directly to request alternate delivery options

TOTAL COST: _____

Payment options provided on electronic invoice - via email

Acknowledged:

Print Name & Title _____

Signature _____

By signing above I acknowledge and accept liability for the above-requested documents

Official Use Only: Additional Documents Requested: Date of Payment:

Due Date:

Date Issued:



How to Use the 3stripe Document Request Form:

Document Request Form

Community Name _____
Current Owner _____
Unit/Lot # _____ Address _____

Owner/requester information

Fill out names/information "exactly" as they appear on the deed. If requesting as a third party, indicate relationship by checking the appropriate box below.

Requested by _____
Phone _____ Alt phone _____
Fax _____ Email _____

- Listing Agent
- Buyers Representative
- Lender
- Closing Escrow Agent

Email Address:

Enter Email address to which the QuickBooks invoice will be sent.

**** Document turn around time begins once payment is received ****

Select any/all items that apply | Total cost is automatically calculated and provided below

Turn Around time:

Does not begin until full payment is received

Property Questionnaire: Questionnaire Provided to 3SM by Requesting Party

Questionnaires | Closing Statements | HOA Demands

Turn Around Time: Days = Working Days, Mon - Fri, excluding weekends and holidays

- Turn Around Time: Standard - 10 Days = \$150 ← Standard - Final docs received by end-of-day, 10 working days from the date invoice is paid in full.
- Rush - 5 Days = \$225 ← Rush 5 Day - Final docs received by end-of-day, 5 working days from the date invoice is paid in full.
- Rush - 2 Days = \$300 ← Rush 2 Day - Final docs received by end-of-day, 2 working days from the date invoice is paid in full.

Resale Certificate:

- | | |
|---------------------------------------------------------------|-------------------------------------------------------------|
| NEW CERT: Standard - 10 Days = \$275 <input type="checkbox"/> | UPDATE: Standard - 10 Days = \$125 <input type="checkbox"/> |
| Rush - 5 Days = \$400 <input type="checkbox"/> | Rush - 5 Days = \$200 <input type="checkbox"/> |
| Rush - 2 Days = \$525 <input type="checkbox"/> | Rush - 2 Days = \$275 <input type="checkbox"/> |

RCW 64.34.425(2) allows 10 days to furnish the Certificate from the date of payment & also provide the list of required items

Resale Certificate Updates are only available on Resale Certificate originally-produced by 3stripe Management and may only be updated within six (6) months of the original request

Resale Certificate "Updates" can be provided at a reduced cost for up to 6 months after the issue date of original Certificate.

Document Issued Electronically

Please contact 3SM directly to request alternate delivery options

TOTAL COST: _____

Payment options provided on electronic invoice - via email

Acknowledged:

Print Name & Title _____ Signature _____

By signing above I acknowledge and accept liability for the above-requested documents

Official Use Only: Additional Documents Requested: Date of Payment: _____ Due Date: _____ Date Issued: _____