



REQUEST FOR RESALE CERTIFICATE PACKET

Please mail, email or hand deliver request to:

Hethwood Foundation, Inc. 750 Hethwood Blvd., Apt. 100H Blacksburg, VA 24060
Office: 540.552.5252 info@hethwoodfoundation.com, www.hethwoodfoundation.com

Date Request Received

Date Packet Needed

Requesting Person/Seller's Agent

Name of Real Est. Co.

Circle method of delivery requested: You Pick-Up USPostal Electronic Overnight
We Hand Deliver

If you do not pick up the packet, you will be billed for actual delivery costs.

Contact Number: _____

Contact Number: _____

Address of Property: _____

Phase and Lot #: _____

Purchaser's Full Legal Name & Address:

Seller's Full Legal Name & Address:

Contact Number: _____

Contact Number: _____

Closing Attorney: _____

Contact Number: _____

Address: _____

PLEASE ALLOW TEN (10) BUSINESS DAYS FOR PREPARATION OF PACKAGE.

FOR FOUNDATION USE ONLY:

Date Packet Request Received: _____ Received via email in person letter

Packet Picked-Up by _____ Date _____

Packet Delivered How? _____ Date _____

Fee Received: _____ Check Number: _____ Invoice Number: _____

Acknowledgement Form Received: _____

Package Notice Received: _____

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