



# HICKORY HILLS PROPERTY OWNERS ASSOCIATION

20 Hickory Hills Drive  
White Haven, Pa 18661  
Office: 570-443-8108  
Email: [office@hhpoa940.org](mailto:office@hhpoa940.org)  
Website: [www.hickoryhills940.com](http://www.hickoryhills940.com)

## REQUEST FOR RESALE CERTIFICATE

The Commonwealth of PA requires that each prospective buyer of property (be it land or a home) in a "Planned Community" receive a Resale Certificate prior to purchase. **It is the current owner's responsibility to pay for and provide such a certificate to the prospective buyer.**

PLEASE NOTE: The charge for resale certificate is **\$250**. This amount is due prior to the resale certificate being completed. Any past dues and assessments owed, interest, citations or fines, must be paid to HHPOA and will be included in the Summary of Outstanding Charges. Please make checks or money orders payable to: **Hickory Hills Property Owners Association**. Please allow 10 days for completion. Resale certificates can be picked up at the Office.

**To avoid delays, Please fill out form completely.**

**Community Name:**    **Hickory Hills**

**Date of Request:** \_\_\_\_\_                      **Scheduled Closing Date:** \_\_\_\_\_

### PROPERTY BEING SOLD

**Street Address:** \_\_\_\_\_

**Parcel Identification Number:** 23-Q11S  -  -  -

### CURRENT OWNER INFORMATION

**Name:** \_\_\_\_\_ | **Cell #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ | **City:** \_\_\_\_\_ | **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ | **E-Mail:** \_\_\_\_\_

### BUYER INFORMATION

**Name:** \_\_\_\_\_ | **Cell #:** \_\_\_\_\_

**Address:** \_\_\_\_\_ | **City:** \_\_\_\_\_ | **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ | **E-Mail:** \_\_\_\_\_

### REALTOR/ATTORNEY/ABSTRACT

**Name of Contact:** \_\_\_\_\_

**Name of Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_ | **City:** \_\_\_\_\_ | **State:** \_\_\_\_\_

**Zip:** \_\_\_\_\_ | **E-Mail:** \_\_\_\_\_ | **Cell #:** \_\_\_\_\_

**Sale Price:** \_\_\_\_\_

Mail, email, or drop off all information and payments to:

**HHPOA**  
**20 Hickory Hills Drive**  
**White Haven PA 18661**

HHPOA FEES: Request for Resale - \$250.00

Transfer Fee – House \$860.00  
Lot \$430.00

HHPOA DUES: House Dues - \$980.00  
Lot Dues - \$490.00  
Late Fee - 1.25% per month

HHPOA RENTAL: \$3,480.00 (House Dues - \$980.00 + Rental Fee - \$2,500.00)

FISCAL YEAR: April 01 to March 31

**NOTE — A RESALE CERTIFICATE IS NOT VALID UNLESS IT INCLUDES A UNIQUE HHPOA-ISSUED NUMBER AND IS STAMPED WITH THE OFFICIAL HHPOA SEAL. THE CERTIFICATE REMAINS VALID THROUGH THE SCHEDULED CLOSING DATE LISTED ABOVE ON THE FIRST PAGE.**

Hickory Hills is an ***R-1 Community*** within Foster Township. Under ***Foster Township Ordinance #8 of 2022, short-term rentals are prohibited in R-1 zones.*** However, Foster Township does allow long-term rentals, which are defined as rentals of 30 days or longer.

### **Important Notes Regarding Resale and Property Transfer:**

- Copies of the **Resale Certificate, Deed, and Settlement Sheet** will be filed with the HHPOA office.
- Article XI, Section 11.01 of the Declaration of Covenants gives the Association the Right of First Refusal.
- Dues are subject to change.
- **The community trash compactor is for household trash only. It is monitored by cameras. If you are disposing of the contents of a home, please arrange for a private dumpster.**
- A 3.5% convenience fee (\$8.75) applies to all credit card payments for resale certificates.
- Expedited requests will incur a \$100.00 rush fee.
- Resale Certificates that must be mailed will incur a \$25.00 postage and handling fee.
- Cash payments are not accepted.
- HHPOA highly recommends obtaining a property survey prior to purchase or transfer.