

REALTORS AND TITLE COMPANIES INSTRUCTION SHEET

Resale Certificate & Title Transfer Requirements

Creekwood Ranches Property Owners Association

1. Required for All Property Sales

Creekwood Ranches is a **mandatory** POA with annual assessments.

Creekwood Ranches POA requires **two mandatory documents** for every sale:

1. **Resale Certificate (TREC 37-5)** – \$200
2. **Property Title Transfer** – \$200

Total Fee: \$400

Both documents are required for closing.

Additional Fees

- **Additional documents sent for completion** (lender forms, separate statements, etc.): \$75 each

2. How to Submit a Request

Please visit the CRPOA website and complete:

- **Request for Resale Certificate Form**
- **Request for Property Title Transfer Form**

Email and or send:

- **Purchase agreement** (required as evidence of contractual right)
- **Checks payable to Creekwood Ranches POA** for all fees. Send to:
 - Creekwood Ranches POA
12000 Summer Meadows
Spring Branch, Tx 78070

Requests are **not processed** and deemed complete until all forms and fees are received.

3. Processing Timeline

- Resale Certificate (TREC 37-5) completed within **10 business days** of receiving a complete request.
- Updated Resale Certificate (after 60 days): **\$75**, completed within **5 business days**.

4. Assessment Adjustments

Per CRPOA policy:

- **Feb–May requests:** Add **\$150 pre-payment** for upcoming assessment year.
- **After June 1:** Add **\$175 charge**, unless dues are already paid.

5. Included in the Resale Package

The following documents are provided with the Resale Certificate:

- Recorded Restrictions (Unit-specific)
- Bylaws
- Assessment & Fines Collection Policy
- Fines & Enforcement Policy
- ARC Rules
- Park & Subdivision Policies
- Mandatory POA / Annual Assessment Information
- Current Balance Sheet
- Current Operating Budget
- Certificate of Insurance (common areas)
- Any governmental notices of violations

Packages are delivered electronically unless otherwise requested.

6. Payment & Refund Policy

- **Resale Certificate fee (\$200):** Non-refundable
- **Title Transfer fee (\$200):** Refunded if sale does not close

7. Contact Information

For questions or document submission:

poa@creekwoodranches.com

📍 Creekwood Ranches POA – Spring Branch, Texas