REALTORS & TITLE COMPANIES INSTRUCTION SHEET

Resale Certificate • Title Transfer • Refinance / New Loan Requirements

1. Required for All Property Sales, Refinancing, or New Loans

Creekwood Ranches Property Owners Association

Creekwood Ranches is a single-family mandatory POA with annual assessments.

A. Property Sales (Resale)

The following **two mandatory documents** are required for every property sale:

- **Resale Certificate (TREC 37-5)** (Page 1 of 3)– **$200**
- **Property Title Transfer** (Page 2 of 3) – **$200**

Total Fee for Sales: $400

Both documents are required for request completion.

B. Refinance or New Loan

The following **two mandatory document** are required for any refinance or new loan:

- **Resale Certificate (TREC 37-5)** (Page 1 of 2) – **$200**
- **Refinance / New Loan Owner Acknowledgement Form** (Page 3 of 3)

Total Fee for Refinance/New Loan: $200

C. Additional Fees (All Transaction Types)

- **Updated Resale Certificate (within 60 days):** $75
- **Additional documents sent for completion** (lender forms, separate statements, payoff statements, etc.): $75 each

2. How to Submit a Request

Visit the **Creekwood Ranches POA website** and download:

- **Request for Resale Certificate Form**
- **Request for Property Title Transfer Form** (sales only)
- **Refinance / New Loan Owner Acknowledgment Form** (refinance/new loan only)

Submit the Following Based on Transaction Type:

For Property Sales (Resale):

- Completed **Request for Resale Certificate Form** (page 1 of 3)

- Completed **Property Title Transfer Form** (page 2 of 3)
- **Purchase agreement** (required as evidence of contractual right)
- **Checks payable to Creekwood Ranches POA** for all fees

For Refinance or New Loan:

- Completed **Request for Resale Certificate Form** (page 1 of 3)
- Completed **Refinance / New Loan Owner Acknowledgment Form** (page 3 of 3)
- **Checks payable to Creekwood Ranches POA** for all fees

Mailing Address:

Creekwood Ranches POA
12000 Summer Meadows
Spring Branch, TX 78070

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

3. Processing Timeline

- Resale Certificate, Refinance and New Loan (TREC 37-5) completed withing 10 business days of receiving a completed request.
- Updated Resale Certificate (within 60 days): $75, completed within 7 business days.

4. Assessment Adjustments

Per CRPOA policy:

- **February–May requests:** Add **$150** prepayment for upcoming assessment year
- **After June 1:** Add **$175** charge, unless dues are already paid

Applies to **all resale, refinance, and new loan requests**.

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):** Nonrefundable
- **Title Transfer Fee ($200):** Refunded if sale does not close
- **Refinance/New Loan Fee ($200):** Nonrefundable

7. Contact Information

For questions or document submission:

txbbts@gmail.com and poa@creekwoodranches.com

Download Forms

Download Request For Resale Certificate, Property Title Transfer Forms, and/or Refinance / New Loan Form

8/2/26