



Las Colinas  
ASSOCIATION

## ***Selling or Refinancing of Residential Property in the Las Colinas Development***

The Las Colinas Association is the master Association for the Las Colinas Development. Anyone who purchases property within the deed restricted area of Las Colinas automatically becomes a member of and pays dues/assessments to the Association. They may **also** pay dues/assessments to one of the homeowners associations listed below. **A Resale Certificate is one method that the Owner(s) or Owner(s) Representative/Agent, may obtain information for the sale of properties located within the deed restricted area of Las Colinas and is described below.**

**Resale Certificate**, the current document processing fee *that is due with the request* is:

\*Residential Home or under construction, individual Condo, Townhome or Villa: \$150.00

\*Residential (Vacant Lots): \$125.00

Meets the requirements under section 207.003, Texas Property Code

Complete the request form and pay the document processing fee. Due to the times we prefer the document processing fee be paid on-line with Visa or MasterCard (no convenience fee) at <https://lascolinas.org/payment-center/>. You will receive an immediate confirmation/receipt that is also automatically emailed to the Association. Email the signed request to [RESALE@LASCOLINAS.ORG](mailto:RESALE@LASCOLINAS.ORG). If you must pay by check, make payable to Las Colinas Association, deliver the completed original form, along with the processing fee to the address below. You will receive an email with the expected completion date when all information/documentation along with payment is received and the request is placed on the schedule. **REQUESTS WITHOUT PAYMENT WILL BE RETURNED.** Requests with payments will be processed as soon as possible.

**Additional dues/assessments may be collected by the Communities with a separate HOA listed below. Their management's contact information may be found on the Association's website.**

Avalon Square Townhomes (aka: La Palazzi Plat)

Bridges of Las Colinas (The)

Brownstones at Las Colinas (The)

Cottonwood Hill Estates HOA

Cottonwood Valley HOA

Country Club Place Condominiums

Emerald Park

Emerald Valley Villas Townhomes

Enclave at Riverside Village HOA

Enclave at At TPC/Windsor Ridge HOA

Encore of Las Colinas

Estates of Escena HOA

Fairway Vista (Las Colinas) HOA

Fortune Villas

Fox Glen HOA

Grand Treviso Condominiums

Hackberry Creek Village & Estates HOA

Hunter Valley Townhomes Owners Association

Hunters Ridge Townhomes Association

Irving Emerald Valley HOA

La Villita (SINGLE FAMILY) - Las Colinas Association

La Villita (CityHomes/Centex) Condominiums

La Villita Homeowners Association (Portrait Townhomes)

Lakes of Las Colinas Homeowners Association, Inc.

Mandalay Place at Las Colinas HOA (aka: Ladera Village)

Millwood Square/Vista Ridge (Las Colinas Association)

North Hills Estates

Northshore Townhomes

Parkside East (only 11 lots on Ivy Hill)

Positano Condominium Association, Inc.

Quail Run Condominiums

Riverside Village HOA

Terraces of Las Colinas

Townhomes at Lake Carolyn/Amli Las Colinas Urban Center

University Hills - Las Colinas Association

University Park Estates HOA

Villas at Emerald Park HOA

Villas at Las Colinas HOA

Villas at Mustang Park HOA

Villas at the Studios HOA

Villas of Alto Vista - Las Colinas Association

Villas of Escena HOA

Vista Ridge (Las Colinas Only)

Vue Las Colinas HOA

Waterside

Windsor Ridge HOA

**3838 Teleport Boulevard \* Irving TX 75039-4303 \* TEL (972) 541-2345 \***

Web Site: [www.lascolinas.org](http://www.lascolinas.org) Email: [resale@lascolinas.org](mailto:resale@lascolinas.org)



# RESALE CERTIFICATE REQUEST

The Resale Certificate includes the Association's Restrictive Covenants, Rules and Regulations, Bylaws, Certificate of Insurance, Operating Budget, Balance Sheet and a Statement of Account for the Property.

**THE DOCUMENT PROCESSING FEE, DUE WITH THIS REQUEST IS CURRENTLY:**

Residential Home or under construction, Individual Condo, Townhome or Villa: **\$150**

Residential Vacant Lot: **\$125** - Updates within 180 days of the original certificate date: **\$150**

**DUE TO THE TIMES PAY WITH MASTERCARD OR VISA ONLINE AT [www.LasColinas.org](http://www.LasColinas.org)**

**INSTRUCTIONS: PLEASE TYPE OR PRINT TO ASSURE THE INFORMATION IS LEGIBLE. FILL OUT COMPLETELY (include correct mailing addresses) and SIGN (Owners or Owners Representatives signature required). Email the completed request form to [RESALE@LASCOLINAS.ORG](mailto:RESALE@LASCOLINAS.ORG). Request will be processed as soon as possible within a ten business-day period. You will receive an email with the expected completion date when all information/documentation is received.(If you must pay by check, make payable to Las Colinas Association, mail it and the form to the address below) Visit our WEB Site at [LasColinasAssn.org](http://LasColinasAssn.org) for additional information.**

**Date:** \_\_\_\_\_

Attn: Velma Martindale
LCA# _____
OFFICE USE ONLY
Revised August 5, 2020

**PROPERTY ADDRESS:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_

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## OWNER or OWNER'S REPRESENTATIVE/AGENT MAKING THE REQUEST:

### \*REQUIRED INFO

\_\_\_\_\_  
\*Name

\_\_\_\_\_  
\*Company

\_\_\_\_\_  
\*Address

\_\_\_\_\_  
\*City, State, Zip

\_\_\_\_\_  
\*Phone                      Cell

\_\_\_\_\_  
\*Email

The undersigned Owner or Owner(s) Representative or Agent requesting this Resale Certificate agrees to provide the Owner(s) with a copy of the document immediately upon receipt:

—————  
➔ \*SIGNATURE REQUIRED ←

The certificate will be placed in a Secure Dropbox. Dropbox Login instructions will be emailed to the Requestee, Title Co. and Owner.

### TITLE COMPANY: \*REQUIRED

\_\_\_\_\_  
\*Name

\_\_\_\_\_  
\*Company

\_\_\_\_\_  
\*Address

\_\_\_\_\_  
\*City, State, Zip

\_\_\_\_\_  
\*Phone                      Cell

\_\_\_\_\_  
\*Email

\_\_\_\_\_  
General File Number                      \*Closing Date

### PROPERTY OWNER: \*REQUIRED

\_\_\_\_\_  
\*Current Property Owner Name

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone                      Cell

EMAIL ADDRESS REQUIRED - LEGAL OWNER WILL BE EMAILED LOCK BOX LOGIN INSTRUCTIONS WHEN COMPLETED

### PURCHASER/BUYER: \*REQUIRED

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone                      Cell

\_\_\_\_\_  
Email

### OWNER'S REALTOR:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

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