

SALES REPORT COVER LETTER

Dealer/Broker Licensed Business Name: _____

Date: _____ License number: _____

Email address: _____

Total number of sales: _____ for the month/year of _____

*The **appropriate** Homeowner Information Bulletin(s) signed by each purchaser with the dealer/broker portion of the form(s) completed by the dealer/broker and Recovery Fund Assessment fee, if applicable to the sale(s), made payable to the Department of Fire, Building and Life Safety must accompany this document.*

**A recovery fund assessment fee of \$30.00 is owed for each used unit sale with a purchase price of under \$50,000.00. It makes no difference if the sale went through a title company or a dealer's trust/escrow account.*