

## **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 Arizona Department of Housing, must accompany this document.*

**All payments are to be sent to: Arizona Department of Housing  
P.O. Box 6280  
Phoenix, AZ 85005-6280**

*\*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.*