

Instructions for ordering an **HOA or CONDO RESALE DISCLOSURE CERTIFICATE:**

These instructions are for Homeowners / Real Estate Agents / Brokers only:

!!!>>> Disclosure Certificates **CANNOT** be used in lieu of the HOA Demand Status Letter Payoff Statement required by the title/escrow companies.

HOAMCO offers two (2) order options:

- 1. ORDER UPFRONT - PAY UPFRONT – No Refunds – Non Transferrable**
(Note, the HOA Demand Status Letter statement will still need to be ordered separately by the title company)
~~~~OR~~~~
- 2. PAY AT CLOSING OPTION:** To avoid paying “Up Front” fees, you may ask your title company to order the “Resale Disclosure Bundle” package on your behalf, which includes the Disclosure Certificate and Demand.

### Product Definitions/Descriptions:

Resale Disclosure Certificate: An association disclosure statement between the Seller & Buyer

HOA Demand Status Letter: An HOA payoff demand statement to the Title/Escrow companies

Internet website service fee \$20.00 per order; payable to HomeWisedocs

**Rush Fee: \$100.00**

**New Mexico Fees & Products:** Note: **Fees may vary per association**, standard charges are as follows:

#### 1. Products ordered separately:

**Resale Disclosure Certificate ONLY: \$298.00 (Albuquerque Total \$200.00)**

\$278.00 – Disclosure Certificate (Albuquerque Association \$179.00)

\$ 21.00 – Website Service Fee

\$298.00 – Total

Ordered by Seller/Owner/Real Estate Agents (**Ordered upfront, Paid Upfront-NO Refunds**)

Product contains: Resale Certificate ONLY

**HOA Demand Status Letter ONLY: \$121.00 (Albuquerque Total \$199.00)**

\$101.00 – HOA Demand Status Letter/Transfer-Change of ownership Fee (Albuquerque \$179.00)

\$ 20.00 – Website Service Fee

\$121.00 – Total

Ordered by Title/Escrow Company only (Collected and paid at Close of Escrow) Product contains: HOA

Demand Status letter payoff statement

#### 2. Products ordered as a “Bundled” Package:

**Resale Disclosure Bundle- Combo Package: \$399.00 (Albuquerque Total \$389.00)**

\$278.00 – Disclosure Certificate

\$101.00 – HOA Demand Status Letter/Transfer/Change of ownership Fee

\$ 20.00 – Website Service Fee

\$399.00 – Total

Ordered by Title/Escrow (Collected and paid at Close of Escrow)

Product contains: Resale Disclosure Certificate & HOA Demand Status Letter payoff statement

## Instructions for ordering an **HOA or CONDO RESALE DISCLOSURE CERTIFICATE:**

### Go To: [WWW.HOMEWISEDOCS.COM](http://WWW.HOMEWISEDOCS.COM)

- Click on the “**Sign Up**” tab
- Register as an “**OWNER OR REAL ESTATE SALES PROFESSIONAL**” (You must use one of these options to obtain the information you are requesting)
- After completing your profile and establishing a username and password; **sign-in** to your account
- Click on “**Place New Order**” tab found directly after signing in

### Find your Association:

- Change the search type to “**Association**” name; (**Note**: If there is a Master & Sub-Association, order using the **sub-association name**. The website will automatically generate two (2) separate statements)
- Complete the “**Name of the Association**”, **City and State** (best **not** to search by address)
- Select “**Purchase/Sale**”
- Click “**Search**”. The association should populate to the right of the screen under the “**Search Results**”
- Click on the “**Association/Community**” name that you searched under
- The website will deliver you to the orders page

### Start Your Order/Select your items:

- Locate “**Resale Disclosure Certificate ONLY**”; to the right of the screen & under “**Select**”,
- click in the box [ ] “**Pay Now**”
- Click “**Continue**” at the bottom of the page

### Order Information: Fields marked by an (\*) are required

- Subject Property Address** – Must be the physical address for the property in question or Legal/Lot number.
- Complete the Seller/Buyer information fields. Try to obtain an email address for the buyer.
- Transaction Information: Complete the required fields
- Click **Continue** at the bottom of the page
- Only one (1) disclosure order per property

### Delivery & Payment:

- Additional Service Options: Rush Orders - additional **\$100.00**
- Select Payment Method: Credit Card, Electronic Check or Third Party Pay.

**Third Party** pay will allow a 3<sup>rd</sup> party to pay for the order. They will **not** need to login or create a user profile. Direct them to [www.homewisedocs.com](http://www.homewisedocs.com), click on “**Pay for your Order**” under the login tab. You will need to provide them the “Confirmation” number for the order.

- Share your Order Option: Include email addresses for Real Estate Agents, Lenders, etc.
- Click “**Continue**” at the bottom of the page

### Review & Place Order:

- Click “**PLACE ORDER**”

You will receive an email alert stating “**Order Confirmation**” & “**Order Complete**” with instructions on how to retrieve your order.

If you have problems ordering, please contact the Escrow department at HOAMCO at 800-447-3838 or HomeWisedocs at 1-866-925-5004.