

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

### **For Homeowners / Real Estate Agents / Brokers only**

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

**HOAMCO offers two (2) order options: PAY UPFRONT OPTION – pay when order is placed**

(Fees may vary per association; standard cost is \$278.00 + applicable tax + \$21.00 website service fee) **NO Refunds.**

~~OR~~

**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 (\$279.00 + tax) and Status Letter (\$101.00 + tax) + HWD website service fee (\$20.00); these fees will be collected and paid “At Close” of escrow.

**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 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 system 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 \$50.00 + tax

-All orders are charged “Gross Receipts Tax” per the State of New Mexico

-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.