

Hello,

Please request a disclosure packet by going to [www.homewisedocs.com](http://www.homewisedocs.com). Please note, that if you are using a attorney or title company to complete your sale, you will need to have them contact us for Escrow Closing Instructions.

1. Please click the "Sign Up" button in the top right
2. Create an account with a username and password
3. Once at the User Center, "Place a New Order"
4. Type in the Address **or** Association you need the disclosure for
5. Select the appropriate Transaction Type from the list
6. Click "Continue" on the bottom right
7. On the page "Select Your Items", click the Square for "VA Required Resale Disclosure Package (Certificate, Inspection and Association Docs) \$263.00 At Close"
8. Click "Continue" at the bottom of the page
9. Review your Order then click "Continue"
10. Type in the Seller and Buyer information and all other information needed on that page
11. Click "Continue"
12. Use the calendar to select the Closing Date
13. Towards the middle of the page review and select "Delivery Date"
14. If needed you can select a rush delivery for an additional \$55.00
15. Add any additional emails you would like the Disclosure emailed to
16. Click "Continue". Select when the order will be paid for
17. Click "Continue"....Review and Submit your Order

Please let us know if you have any questions.

Thank you!

Association & Property Management Services