

## Resale Disclosure Package Requests

WPM Real Estate Management, with its continued focus to provide superior service to its Common Interest Development Communities, is proud to announce its adoption of the state-of-the-art document and data delivery system from CondoCerts. CondoCerts provides reliable, round-the-clock online access to all governing documents and critical project data for lenders, mortgage bankers, escrow officers, title companies, real estate agents and homeowners in need of information from WPM Real Estate Management managed communities.



**To submit a request**, log on to [www.condocerts.com](http://www.condocerts.com). If you are a first time user, follow the links to register. Write down your user id and password and keep it somewhere safe for future use. CondoCerts will contact you to verify your information and to activate your account. There is no cost to register for this service.

Once your account has been activated, return to [www.condocerts.com](http://www.condocerts.com), click on the login button and follow on the site where to access the information you are seeking as follows:

- **Find a Homeowners Association Now:**
  - Enter name of association. Abbreviations of the association name are acceptable and will broaden the name search, such as “harbor” for “harbor cove homeowners association”.
  - Entering the city name is required. If you are unsure of what city, you may enter an “\*” and that will broaden the search. This is the location of the association and not the management firm.
  - State is required.
- Upon submission, you will get a list of projects found.
- This will bring you to a screen that will enable you to choose the type of product you require (**Full Resale Disclosure Package**).
- Enter all necessary information on the form.

Your request will be submitted to WPM Real Estate Management. Once your request is complete you will be notified via email; return to [www.condocerts.com](http://www.condocerts.com), login, and click on the “Retrieve Completed” button, and your request and any documents can be immediately printed or downloaded to your PC.

**\*\*\*NOTE: All Association Governing Documents are available for immediate download when placing the order. However, if you do not download them at that time, they WILL NOT be available until the order is complete and released.**

### **Fees:**

**Standard package (processed within 12 business days): \$204.00**

**Rush package (processed within 8 business days): \$229.00**

**Expedited Rush package (processed within 4 business days): \$304.00**

***If your unit belongs to a Master and Sub Association, you will need to purchase a custom resale package in order to get the documents for both Associations. If you are unsure if you need a custom resale package (Sub and Master Association) please contact our resale department.***

### **Fees:**

**Standard Custom Package (processed within 12 business Days): \$329.00**

**Rush Custom Package (processed within 8 business Days): \$354.00**

**Expedited Rush Custom Package (processed within 4 business Days): \$429.00**

***\*\*Rush and Expedited Rush packages are not available for Swan Point.***

***The cost for a Resale Disclosure Package for Swan Point is \$229.00 total (\$204.00 for standard delivery of the package (processed within 12 business days) plus an additional upfront fee of \$25.00 for the Swan Point at Lake Elkhorn exterior unit inspection of the unit).***

**If you have any questions regarding the above, please contact CondoCerts at 800-310-6552 or via email at [customerservice@condocerts.com](mailto:customerservice@condocerts.com).**