

Ordering Resale Documents

Please find all information below on order a resale package:

To obtain a copy of the HOA documents to sell your home, you will need to order a resale packet using Condo Certs. Below are the steps to process the order:

1. Create/Login to your account: -Go to our homepage www.sequoiamanagement.com on the upper right hand corner you will see a link to Order Resale Documents via Condocerts -Click on the Sign Up tab or enter your Username and Password and login. -Click on the Place New Orders tab found directly after logging in.
2. Find your association: (Please refer to the Search Tips) -Enter the Unit Address or Association Name. -Specify the transaction type as either Purchase/Sale or Refinance, and click Continue.
3. Select your items: -Locate the document(s) you need and select the box to the right. -Click continue at the bottom of the page.
4. Complete your order: -Proceed and enter the buyer and seller or current homeowner information; click continue. -At the delivery and payment page enter the appropriate information; click continue.
5. Review and Place Order: -Review your order and add/remove items if necessary. -Click Place Order. You will receive a confirmation number and an email confirmation as well. Let me know if you have any further questions.