

## Follow these steps to register and order a resale certificate online.

Go to CMA's homepage [www.cmamanagement.com](http://www.cmamanagement.com). In the right column, under "Order a Resale Certificate", please choose "Click Here to Get Started". (FIGURE 1) This will take you to a new screen to register. (FIGURE 2)

The image shows the homepage of CMA (Community Management Associates, Inc.). The header includes the CMA logo with the tagline "Community. Well Served." and a navigation menu with links: Home, Homeowner Connection, Board Connection, Partner With Us, News, Our Company, Vendors, Rewarding Careers, and Contact Us. There are also "Homeowner Login" and "Board Login" buttons. The main content area is divided into three columns. The left column features "Latest News" with articles on recurring online payments, who to call for help, and HOAs. The middle column is titled "Client Satisfaction" and displays a survey result: "Very satisfied" with a checkmark in a box. The right column is titled "I'd like to:" and lists several options: "Pay My Assessments", "Log in to my Account", "Log in as a Board member", "Submit an ACC Request", and "Request a Proposal". A prominent "Order a Resale Certificate" button is circled in red, with a "Click Here to Get Started" link below it. The footer contains the text "CMA Makes Paying Assessments Easy" and "Online recurring Documents".

FIGURE 1

If you do not have a resale request login, click on the link that says "Click Here to Register For Resale Certificate Login." (FIGURE 2) Fill out the information for your company. Please allow 24-48 hours for approval. A case sensitive password will be sent to your e-mail once you have been approved.

**CMA**  
Community.  
Well Served.

RTI/Community Management Associates, Inc.

Home | Homeowner Connection | Board Connection | Partner With Us | News | Our Company | Vendors | Rewarding Careers | Contact Us

**Doing Business with CMA**  
Request A Proposal

There are broad range of management services offered by CMA, including:

- Financial Services
- Operations/Administrative Services
- Professional Full-Service
- Management Consulting Services

**Refer an Association**  
It only takes a minute

## Resale Request

A Team of Committed Professionals

**Notice:**

If a property is part of a sub association or a master association, you may need to request separate resale certificates for the master and sub associations to satisfy disclosure requirements. Please check with the county clerk or county land records division where the property is located to verify the status of the association. You may request one or more resale certificates, as needed, for the specific property.

[For instructions and more information, click here.](#)

### Resale Certificate Request Login

Please login below to request a resale certificate. If you do not have a login, press the "Register For Resale Certificate Login" button.

Resale Certificate Login ID

Password  [Forgot Password](#)

If you do not have a login, [Click here to Register For Resale Certificate Login.](#)

**FIGURE 2**

### Follow these steps to order a resale certificate online.

To log back into the Resale Certificate Request, you will need to go to the same page where you registered for a log in. (FIGURE 2) There is a link to this page under the "Homeowner Connection" tab on the top menu bar.

Your Login ID is your e-mail you used to register. Once you have logged in, you may go back into your profile to change your password. (FIGURE 3).

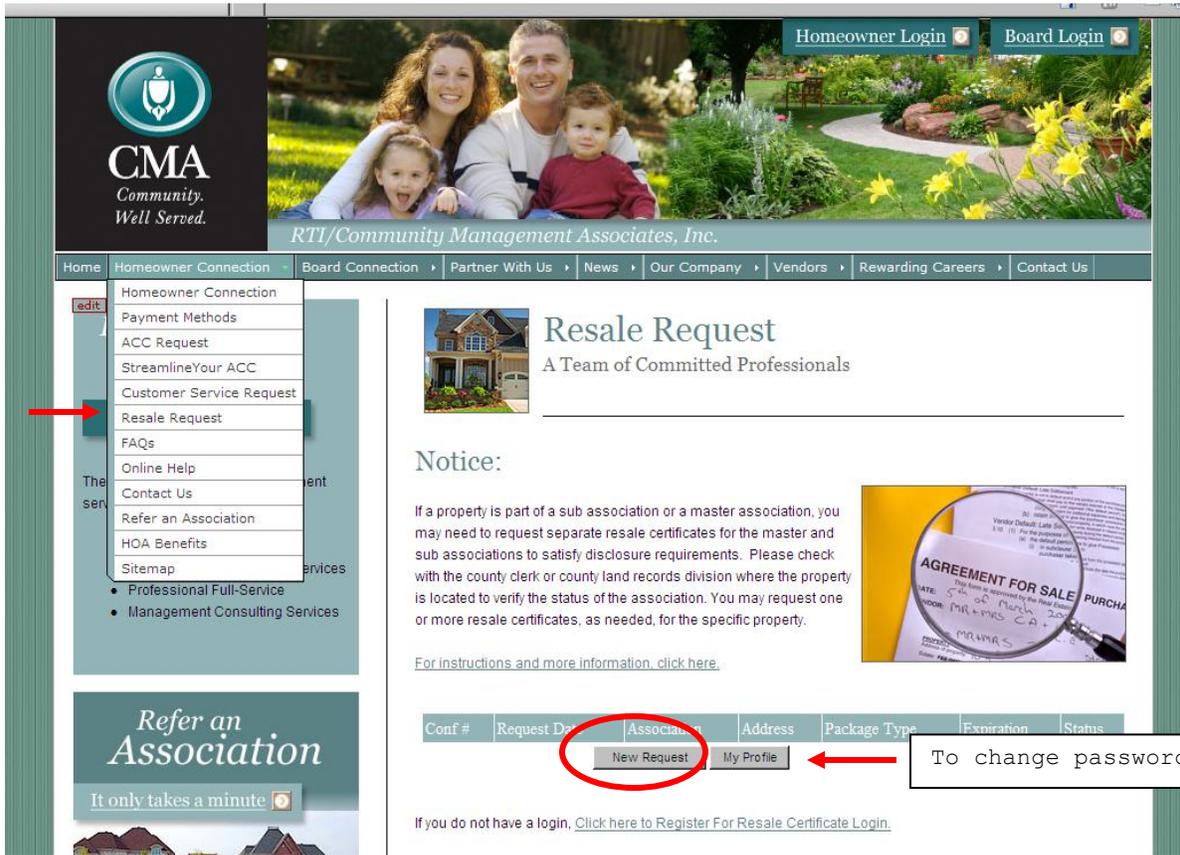


FIGURE 3

To order a Resale Certificate or a Refinance Certificate, click the “New Request” button. (FIGURE 3).

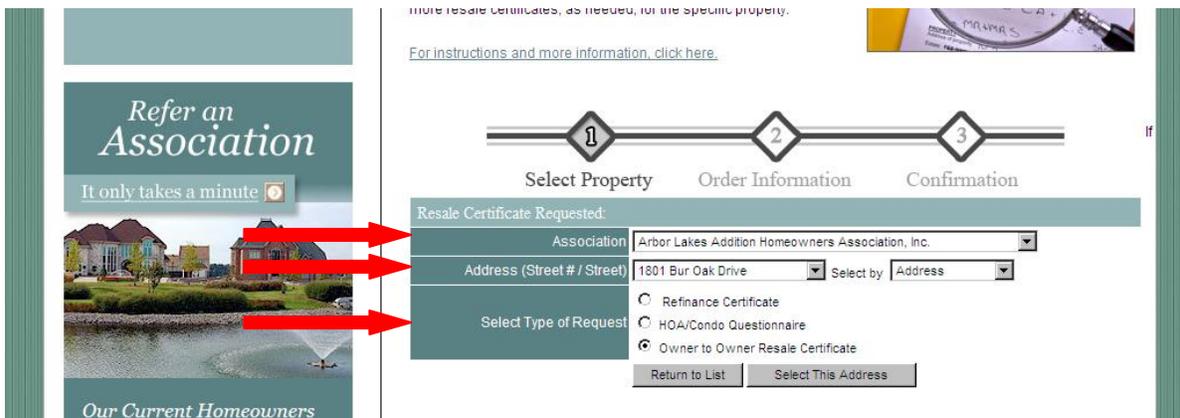


FIGURE 4

Select the Association (1) the Street Address (2) and the Type of Request (3).



*Our Current Homeowners  
Provide Our Top References*

eMail	msokolich@cmamanagement.com
<b>Seller Information:</b>	
Association	Arbor Lakes Addition Homeowners Association, Inc.
Seller Name	IFlip Your House
Address (Street # / Street)	1801 Bur Oak Drive V: P: B: A: L: 1
Seller Name/Address Confirmation	<input type="checkbox"/> Please check that you have reviewed the Seller Name and Address
<b>Order Information:</b>	
Buyer Name	<input type="text"/>
Title Company File Number	<input type="text"/>
Closing Date	<input type="text"/>
Expedite Order	No <input type="checkbox"/> Additional Fee \$50.00
Delivery	Online Only (included)
Base Package Price	\$245.00
<b>Package Content</b>	
Package Content	Open Violations by Homeowner
	Balance Sheet
	Transaction History (Single Homeowner)
	Resale Certificate
	Arbor Lakes Addition Governing Documents.pdf
	Certificate of Insurance 100112
	2012 Current Year Budget
<b>Payment Information:</b>	
Payment Due	<input checked="" type="radio"/> Pay Now <input type="radio"/> Pay By Mail (NOTE: Payment MUST be received in order to complete this request.)
Payment Method	Electronic Check
Account Type*	Checking
Bank Routing #*	<input type="text"/> <a href="#">What is this?</a>
Bank Account #*	<input type="text"/>

**Resale Fee**

**FIGURE 5**

Title Company File Number	<input type="text"/>
Closing Date	<input type="text"/>
Expedite Order	No <input type="checkbox"/> Additional Fee \$50.00
Delivery	Online Only (included)
Base Package Price	\$245.00
<b>Package Content</b>	
Package Content	Open Violations by Homeowner
	Balance Sheet
	Transaction History (Single Homeowner)
	Resale Certificate
	Arbor Lakes Addition Governing Documents.pdf
	Certificate of Insurance 100112
	2012 Current Year Budget
<b>Payment Information:</b>	
Payment Due	<input checked="" type="radio"/> Pay Now <input type="radio"/> Pay By Mail (NOTE: Payment MUST be received in order to complete this request.)
Payment Method	Electronic Check
Account Type*	Checking
Bank Routing #*	<input type="text"/> <a href="#">What is this?</a>
Bank Account #*	<input type="text"/>

Doing Business
CMA Services:
Real Estate Professionals

**FIGURE 6**

Please make sure the seller (1) (FIGURE 5) matches your seller name. Once the request has been completed, the property address will appear as a pending request on the main page. (Figure 4). You will also have a receipt that you should print for your records.

Fees will be calculated upon order of the resale package. (2) Fees for resale certificates vary by association. When you select the association name from the drop down menu, the association name and the amount will be displayed. (FIGURE 5)

Payment is preferred at the time of the request. You may use an e-check (requiring an account number and bank routing number) or a credit card (MasterCard, Discover, Amex and Visa). If you cannot make a payment online, check the box for "Pay By Mail" and continue to Step 3. (FIGURE 6) Please print the receipt and attach it to the payment that is mailed or couriered to our office. Please make sure the receipt number and property address are on the check. You will be notified to download your resale certificate when we process your check.

Payments should be sent to 1800 Preston Park Blvd. Suite 101 Plano, TX 75093.

Should you have any questions about these online procedures, please contact CMA's Closing Department at [closing@cmamanagement.com](mailto:closing@cmamanagement.com). At CMA, we're here to serve you!

The above items are further subject to our [Website Terms of Service and Privacy Policy](#).