

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

Go to CMA's homepage www.cmamanagement.com. In the right column, click on "Order a Resale Certificate" (FIGURE 1) This will take you to a new screen to register. (FIGURE 2)

The screenshot shows the CMA website homepage. At the top left is the CMA logo with the tagline "Community. Well Served." and the text "RTI/Community Management Associates, Inc." below it. To the right of the logo is a photograph of a family (a man, a woman, and a baby) in a garden. In the top right corner, there are two buttons: "Homeowner Login" and "Board Login". Below the header is a navigation menu with links: Home, Homeowner Connection, Board Connection, Partner With Us, News, Our Company, Vendors, CMA Careers, Contact Us, and Resale Cert. The main content area is divided into three columns. The left column has a section titled "Why Choose CMA?" with a video player showing a woman speaking, and a "Latest News" section with the heading "E-Statements" and a brief description. The middle column has a section titled "Water is Life!" with the sub-heading "HOAs Learn Water-Wise Strategies" and a paragraph of text. The right column has a section titled "I'd like to:" with a list of links: "Pay My Assessments", "Log in to my Owner Account", "Log in as a Board member", and "Submit an ACC Request". Below this list are two buttons: "Request a Proposal" and "Order a Resale Certificate". The "Order a Resale Certificate" button is circled in red.

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.

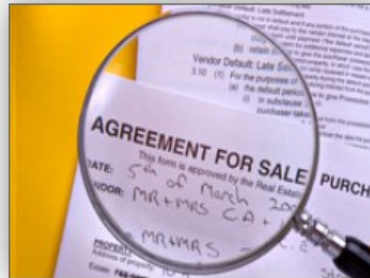


Resale Request

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.



The fee for a resale certificate varies by type of transaction. It is the responsibility of the requester to select the appropriate type of resale certificate and pay all fees associated with the transaction type. **Fees for resale certificates are nonrefundable.** If you are unsure which type to select, please contact our Closing Department at closing@cmamanagement.com.

The normal turnaround time for receiving a Resale Certificate is 3 – 10 business days from the time the request is received by CMA.

HOMEOWNERS: If you have received from your title company a Resale Certificate Receipt confirmation number, you must call our Closing Department to make payment. Please call 972-943-2820 to make your Resale Certificate payment. You cannot make this payment online.

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

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

Don't see the property address you are looking for? [Click here](#) for a helpful hint!

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	<input type="text"/>	
Password	<input type="password"/>	Forgot Password
<input type="button" value="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) Click on "Resale Cert." in the top menu bar, on the right.

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).



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Conf #	Request Date	Association	Address	Package Type	Expiration	Status

To change password

FIGURE 3

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

more resale certificates, as needed, for the specific property.

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

1 2 3

Select Property Order Information Confirmation

Resale Certificate Requested:

Association: Arbor Lakes Addition Homeowners Association, Inc.

Address (Street # / Street): 1801 Bur Oak Drive Select by: Address

Select Type of Request:

- Refinance Certificate
- HOA/Condo Questionnaire
- Owner to Owner Resale Certificate

Return to List Select This Address

FIGURE 4

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

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Seller Information:	
Association	zCMA Residential Homeowners Association, Inc.
Seller Name	Johnson Smitty
Address (Street # / Street)	1968 Challenger Drive V: P: B: L:
Seller Name/Address Confirmation	<input checked="" type="checkbox"/> Please check that you have reviewed the Seller Name and Address
Order Information:	
Buyer Name	TBD
Title Company File Number	GF123456
Closing Date	2/4/2021
Delivery	Online Only (included)
Base Package Price	\$340.00
Package Content	Resale Certificate
Package Content	Open Violations by Homeowner
Package Content	Transaction History (Single Homeowner)

FIGURE 5

The image shows a web form titled "Payment Information:". It contains several fields and options:

- Payment Due:** Two radio buttons are present. The first is "Pay Now" with a selected radio button (indicated by a blue dot). The second is "Pay By Mail (NOTE: Payment MUST be received in order to complete this request)". A red circle is drawn around the "Pay Now" radio button.
- Payment Method:** A dropdown menu showing "Electronic Check".
- Account Type*:** A dropdown menu showing "Checking".
- Bank Routing #*:** An empty text input field with a link "What is this?" to its right.
- Bank Account #*:** An empty text input field.

At the bottom of the form, there are two buttons: "Return To Step 1" and "Continue To Step 3".

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 200 Plano, TX 75093. Make checks payable to CMA Management Inc.

Should you have any questions about these online procedures, please contact CMA's Closing Department at 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](#).