

Please see below for ordering Resale package instructions. You will need to go to the site www.homewisedocs.com to place an order. You need to order the Resale Disclosure Package. The documents will be delivered electronically once the order is completed.

Thank you!

Sign In/Create your account

- Click **Sign In** and input your Username and Password
- If you don't have an account, click **Sign Up** and register with HomeWiseDocs.

Enter the property address or HOA Name in the search bar under Place New Order

- Select the appropriate result in the dropdown
- Confirm your Search Results
 - If searching by HOA Name, input the Property Information and click **Verify Address**
- Select the Transaction Type and click **Continue**

Select Your Items

- Review the Packages and Bundles and/or Additional forms and documents sections
 - Click **See What's Included** and/or **View Details** for a description
- Select the box/boxes to the right of what you need and click **Continue**

Review Your Order

- Review your selection(s) and click **Continue**

Your Transaction Details

- Complete the Seller, Buyer and Transaction Information fields
- Attach any documentation (if needed)
- Click **Continue**

Delivery

- Review the message(s) within the rectangle pop-up(s)
- Select estimated closing date from the calendar
- Select the date you want you order by
- Additional Options
 - Receive a text message when the order is complete.
 - Ship my order (if available)
- Share your order with other parties involved in the transaction
 - If more than 2 emails, click **Add an email address**
- Click **Continue**

Payment

- Select a method of payment. **NOTE:** If your fees are due at closing, you have the option to pay now.
- Credit Card
 - Complete any fields
 - Review the Credit Card, Return & Refund Policy and check off the agreement to comply
- Electronic Check
 - Complete any fields
 - Review the Electronic Check, Return & Refund Policy and check off the agreement to comply
- Pay by Check
 - Review the Pay By Check, Return & Refund Policy
- Another Party Will Pay
 - Review the Third Party Pay, Return & Refund Policy
- Click **Continue**

Confirm Order Details

- Review the order
 - Click **Add Items** (if additional items needed)
- Review the Transaction Detail and Delivery and Payment Information
- Click **Confirm & Place Order.**
 - You will receive a “Your order has been placed” pop-up providing the Confirmation Number and notification that an email confirmation was sent.