

In order to obtain a Questionnaire, payoff statement, resale docs, etc..., you will have to order online through www.FSResidential.com it is straightforward but I have included the directions below for you to follow to place your order. If you have any issues placing the order please let me know.

1. Create/Login to your account:

- Go to our homepage <https://www.fsresidential.com/corporate/resale-and-lender-documents>
- Scroll to the middle of the page and look for "All other customers, please use the form below"

FirstService RESIDENTIAL

MENU

Make a Payment Order Documents & Certificates Request a Proposal Connect to Your Portal Our Locations

City, State, Province, Zip

Massachusetts Customers

All other customers, please use the form below:

To go to your order page, please fill out the form below with your property **zip code**, **account number** or the **email** associated with the account.

ZIP or Account Number or E-mail:

(Example: 33325 OR email@domain.tld)

I'm not a robot

reCAPTCHA Privacy - Terms

FIND MY DOCUMENTS PAGE

BUSINESS HOURS
Monday to Friday, 8:30 am to 5:00 pm

CORPORATE OFFICE
1855 Griffin Road, Suite A-330
Dania Beach, FL 33004

SERVICES & PRODUCTS
Property Management
Community Association and HOA
Condominium Association
Active Adult Community
FirstService Financial

Master-Planned Community
Single-Family Home
Commercial Association Management
Mixed-Use Property

2. Provide the ZIP or Account Number or E-mail

- Verify you are not a robot

email associated with the account.

ZIP or Account Number or E-mail:

20720

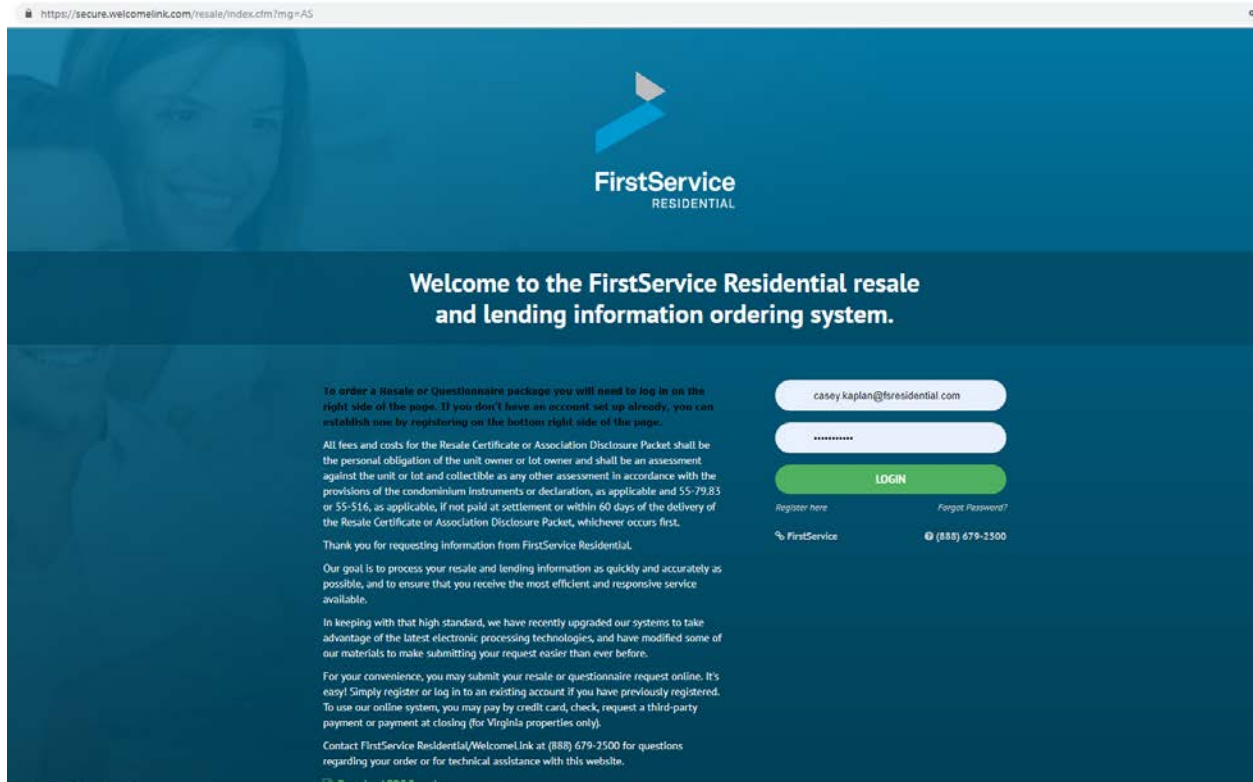
I'm not a robot

reCAPTCHA Privacy - Terms

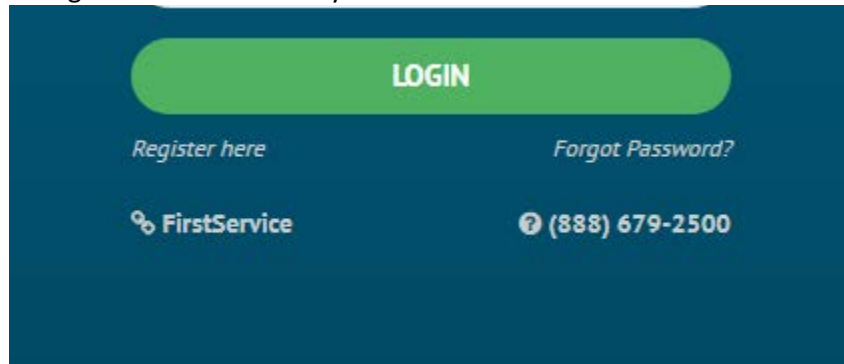
FIND MY DOCUMENTS PAGE

3. Select Find My Documents Page

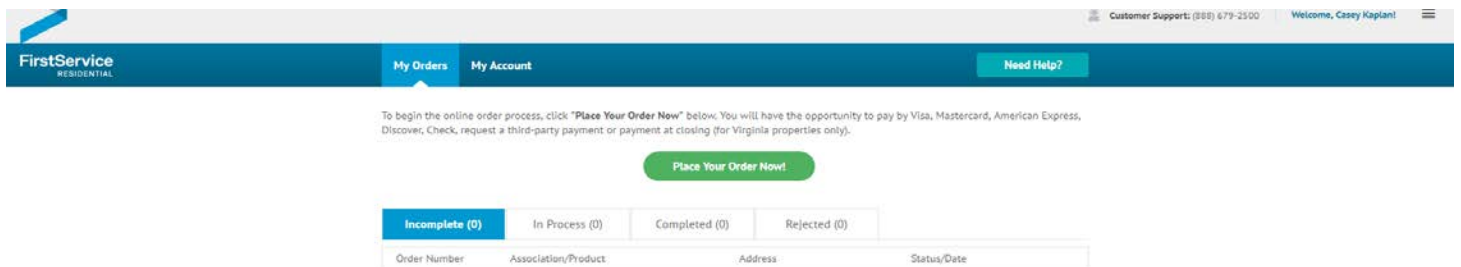
You will then be redirected to a secured login page. If you haven't registered before select Register here



4. If you have registered before enter your Username and Password.



5. Click on "PLACE YOUR ORDER NOW" found directly after logging in.



6. Verify the information is correct and click Continue

[My Orders](#) [My Account](#) [Need Help?](#)

[Address](#) / [Product](#) / [Processing](#) / [Delivery](#) / [Transaction](#) / [Verify](#) / [Payment](#)

Confirm the property address below by clicking "Continue," or click "Previous" to enter a different address. By clicking "Continue," you agree that you have verified the address to be correct and acknowledge that no refunds will be granted if the order is placed for the incorrect address.

You Entered:
12203 Castlewall Court
Bowie, MD 20720

The validated postal address is:
12203 Castlewall Ct
Bowie, MD 20720-3722

Association:
Marleigh Community Association

Please confirm the current owner:
Rhonda Stone

Yes, this is the current owner
 No, this is not the current owner

[← Previous](#) [Continue →](#)

7. Select your Needed Documents:

[Address](#) / [Product](#) / [Processing](#) / [Delivery](#) / [Transaction](#) / [Verify](#) / [Payment](#)

Please select the type of product for this order.

Product

- Resale Disclosure Package**
A statement (Resale Certificate) of the seller's current balance to be collected through escrow and the amount of all assessments payable by unit owner(s). Package also includes the Association governing documents and other information required by law.
- Refinance Account Verification Letter**
A statement of the homeowner's current balance and the amount of all assessments payable by unit owner(s). **This product is NOT valid for a resale.**
- Uniform Mortgage Questionnaire** 📄
System-generated uniform mortgage questionnaire (PUD/HOA Cert) providing relevant financial disclosures and summary information for the named community. The delivered package will include the Budget, when available. Additional governing documents may be added.
- Lender Form**
To be ordered by lending institutions requiring use of their own form (PUD/HOA Cert, Mortgage Questionnaire); provides relevant community financial disclosures and summary information. The delivered package will include the Budget, when available. Additional governing documents may be added.
- Reverse Mortgage Account Verification**
A statement of the owner's current balance and fees associated with unit ownership. Package also includes an account ledger and the Association's governing documents.
- Financial Update/Statement of Account**
Statement of updated financial information suitable for closing. Closing agents are recommended to obtain a Financial Update/Statement of Account three days prior to the expected close date. Although FirstService Residential believes that the information provided is complete and accurate, the requesting party understands and acknowledges that this information is subject to change without notice and that FirstService Residential is not responsible for any inaccurate or omitted information. The costs for preparation of the Financial Update/Statement of Account should be collected at closing.

[← Previous](#) [Continue →](#)

8. Select how you would like to receive the Documents:

Customer Support: (888) 679-

My Orders My Account Need Help?

Address / Product / **Processing** / Delivery / Transaction / Verify / Payment

Select from the list of available options below.

Delivery Options

<input checked="" type="radio"/> Email	\$0.00
<input type="radio"/> Book and Email	\$25.00

< Previous Continue >

9. Confirm the emails addresses you would like the Documents sent:

Customer Support: (888) 679-

My Orders My Account Need Help?

Address / Product / Processing / **Delivery** / Transaction / Verify / Payment

Please enter delivery information for the order.

Electronic Delivery

Please provide up to five email addresses or a fax number for the delivery of the statement.

Delivery Method

Email Fax

*** Email Address**

casey.kaplan@fsresidential.com

Email Address 2

Email Address 3

Email Address 4

Email Address 5

< Previous Continue >

10. Update Transaction Information:



[Address](#) / [Product](#) / [Processing](#) / [Delivery](#) / **[Transaction](#)** / [Verify](#) / [Payment](#)

Enter the transaction and buyer/borrower information below.

Transaction Information

Seller's Full Name

Rhonda Stone

*** Owner/Seller's Phone Number**

*** Owner/Seller's Email**

*** Purchase Price**

*** Settlement Date**

Buyer/Borrower Information

*** Buyer/Borrower's Full Name**

Co-Buyer/Co-Borrower's Full Name

*** Phone Number**

Fax Number

*** Buyer's Email** * Required to facilitate the welcome/move-in process.

*** Street 1**

Street 2

11. VERIFY information is CORRECT

12. MAKE PAYMENT

13. Click Place Order. You will receive a confirmation number and an email confirmation as well.