

*Community. Well Served.*



Follow these steps to view the status of a Resale Certificate Request or download a completed Resale Certificate online.

Go to CMA's homepage [www.cmamanagement.com](http://www.cmamanagement.com). On the top menu bar, click on the "Resale Cert." tab. (FIGURE 1) This will take you to a new screen to log in. (FIGURE 2)



FIGURE 1

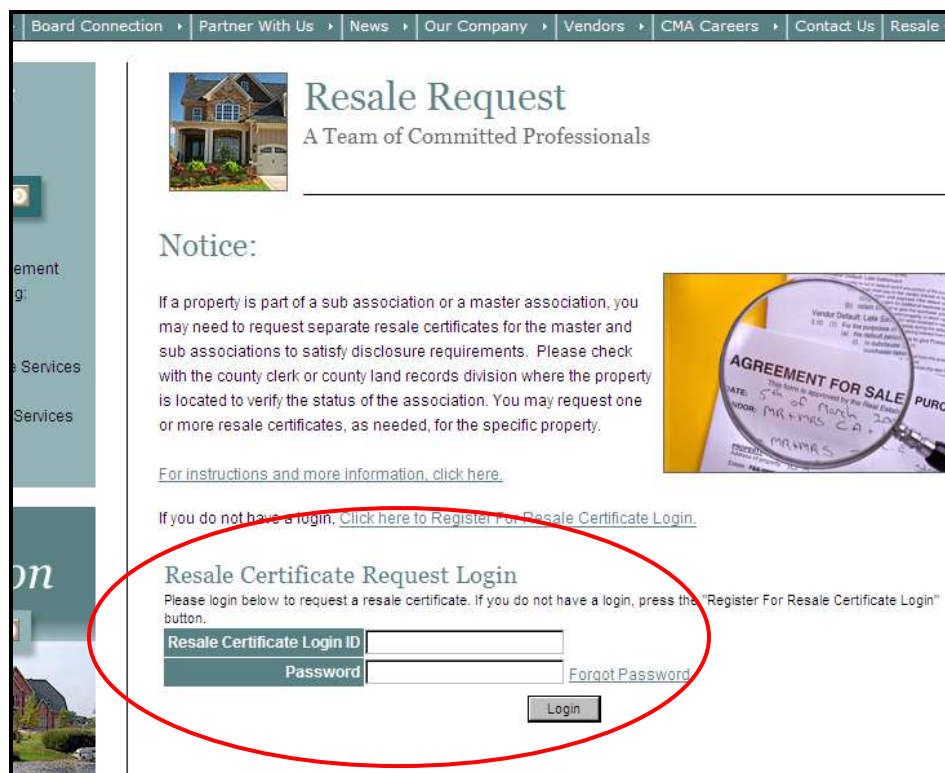


FIGURE 2

Enter your resale login ID and password, and click "Login". You will see a list of your resale certificate requests (FIGURE 3).

Conf #	Request Date	Association	Address	Package Type	Expiration	Status
32092	<a href="#">5/4/2013</a>	XYZ Homeowner's Association, Inc.	1234 Main Street Court	Owner to Owner Resale Certificate	11/2/2013	Completed
32093	5/4/2013	ABC Homeowners Association, Inc.	5678 Oak Street Lane	Owner to Owner Resale Certificate		Pending

[New Request](#)
[My Profile](#)

**FIGURE 3**

Click on the date of the completed request to see the list of documents (FIGURE 4).

Association **XYZ Homeowner's Association, Inc.**  
Package Type **Owner to Owner Resale Certificate**  
Homeowner **[REDACTED]**  
Expires **11/2/2013**

Package Contents

Documents

[Governing Documents 062112](#)  
[2013 Current Year Budget](#)  
[Certificate of Insurance -Liability 042514](#)  
[Certificate of Insurance - Property 042514](#)

Reports

[Balance Sheet](#)  
[Resale Certificate](#)  
[Open Violations by Homeowner](#)  
[Transaction History \(Single Homeowner\)](#)

Return To List

**FIGURE 4**

You may download any of the documents listed by clicking on the document title.

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](#).