

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. 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

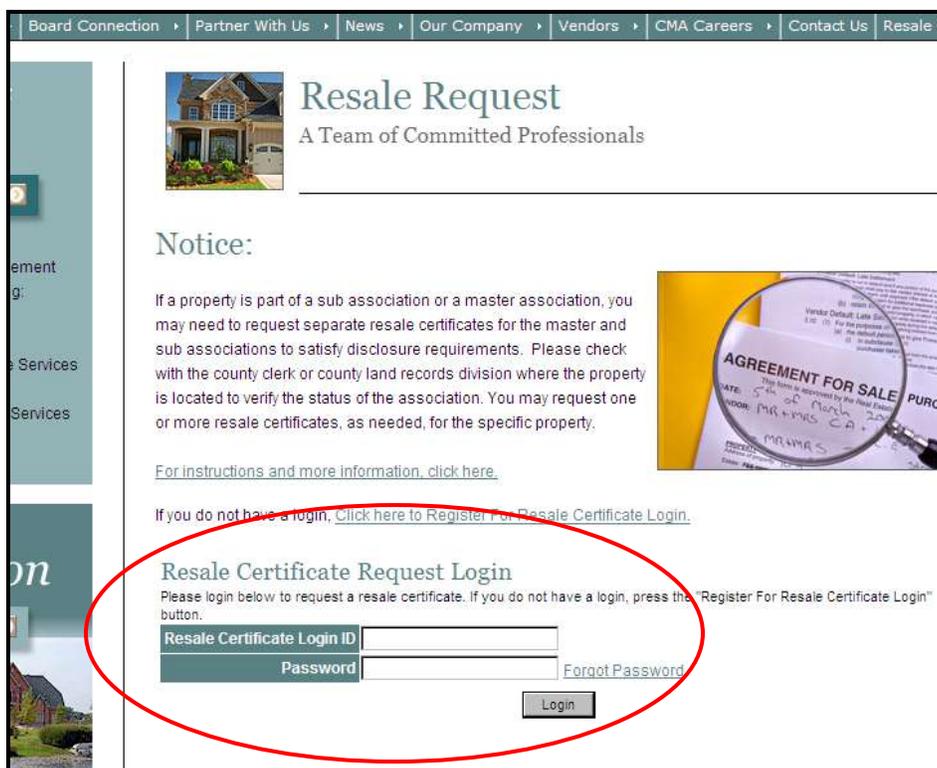


FIGURE 2

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	5/4/2013	XYZ Homeowner's Association, Inc.	1000 Homeowner Court	Owner to Owner Resale Certificate	11/2/2013	Completed
32093	5/4/2013	ABC Homeowners Association, Inc.	1000 Homeowner Lane	Owner to Owner Resale Certificate		Pending

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 **1000 Homeowner Court**
 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 \(Single Homeowner\)](#)

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. At CMA, we're here to serve you!

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