

SALE OF YOUR HOME

Horst Management Services
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There may come a time that you decide to relocate to another home. We will be sorry to lose you as a neighbor! Please follow the steps below to ensure all requirements are met.

WHAT: You are required by PA Law to obtain a **Certificate of Resale** to present to the buyer or their agent.

WHEN: When you have obtained a commitment from a potential buyer and an agreement of sale has been signed. Be sure you order at least 10 business days prior to when you need the documents to avoid rush fees.

With continued focus of providing superior service, we use a state-of-the-art document and data delivery system, <https://secure.condocerts.com/> . This delivery system provides reliable, round-the-clock online access to all governing documents and critical project data for lenders, closing agents, real estate agents and homeowners from Horst Property Management's managed communities. Charges vary as they are specific to the documents and information requested. Payment is made at the time of order and can be paid online in several different ways as specified on the site. Please place your order at least 10 business days in advance of the date you need the completed resale certificate to avoid rush fees.

HOW DOES THE CONDOCERTS SYSTEM WORK?

For first time users, sign up with CondoCerts in the following manner:

1. Go to the web-site <https://secure.condocerts.com/>
2. Select the Sign-Up link to register and follow the prompts.
3. Write down the user ID and password you chose.

To obtain the required information once your account has been created:

1. Go to the web-site <https://secure.condocerts.com/>
2. Click on the "login" button and follow the instructions.
3. Select the dropdown box "Association State" and choose PA
4. Type in the name of the Association. You can abbreviate the name; for example, "Harbor" for Harbor Point Condo Association. This will widen the search.
5. This will bring you to a screen that will enable to you to request the Certificate of Resale

You will be notified by email when your Resale Certificate package is complete. Follow the directions in the email to retrieve your documents.

If you are obtaining a mortgage or refinancing an existing one, you can provide this same information to the lender in order to obtain a lender questionnaire, needed by most underwriters.

If you have any questions regarding the above, please contact CondoCerts at 800-310-6552.

Best Wishes,
Horst Management Services