

# ***SALE OF YOUR HOME***

## ***Arbor Rose Community Association***

C/o Horst Management Services

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There may come a time in the future that you decide to relocate to another home. We will be sorry to lose you as a member of the Association, although, we understand that change is inevitable.

**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.

With continued focus of providing superior service, we are proud to announce the adoption of a state-of-the-art document and data delivery system, [secure.condocerts.com](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 Management Services' managed communities. Charges vary as they are specific to the documents and information requested and can be paid for in several different ways as specified on the site.

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

Best Wishes,

***HORST MANAGEMENT SERVICES***