

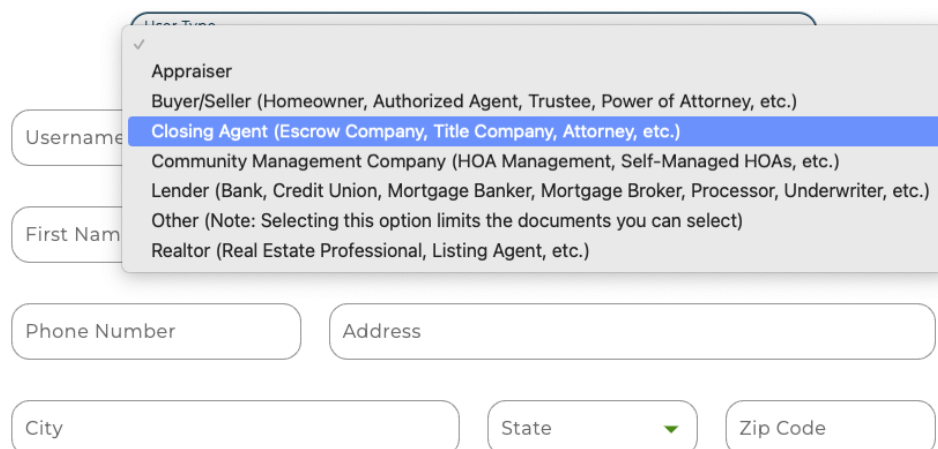
# HomeWise Docs - Requesting New Closing Documents

We have partnered with HomeWise Docs, the next generation in document and data delivery for community associations. They provide reliable, around-the-clock online access to all governing documents and critical project data for lenders, closing agents, real estate agents and homeowners from Your HOA Community Management Company's managed communities.

If you have never used HomeWise Docs before, you will first need to create an account. It is quick and easy!

To order Documents, please visit [www.yourhoahelp.com/closings](http://www.yourhoahelp.com/closings) then select "Visit HomeWise Docs" to fill out the online form!

## Create HomeWiseDocs Account



✓ User Type

Appraiser

Buyer/Seller (Homeowner, Authorized Agent, Trustee, Power of Attorney, etc.)

**Closing Agent (Escrow Company, Title Company, Attorney, etc.)**

Community Management Company (HOA Management, Self-Managed HOAs, etc.)

Lender (Bank, Credit Union, Mortgage Banker, Mortgage Broker, Processor, Underwriter, etc.)

Other (Note: Selecting this option limits the documents you can select)

Realtor (Real Estate Professional, Listing Agent, etc.)

Username

First Name

Phone Number

Address

City

State

Zip Code

## Create Password



Enter Password

Re-enter Password

Use at least one letter, one number, and eight characters.

☐ I have read and agree to the terms and conditions of the [User Agreement](#) and [Privacy/Security Policy](#).

**\*\*If this order is for a NEW BUILD from a Developer or Builder, please be sure to follow the steps listed under NEW BUILD Orders.**


## NEW Orders:


Type in the Community you are searching for - Be sure to select the Community that says **Managed By: Your HOA Community Management**


## Place New Order


Order Status  
Any Status

Enter **property address** or **HOA name**  
Chesapeake Landing

 **Chesapeake Landing** Condominium Annapolis, MD 21403  
Managed by: Victory Management, Inc.

 **Chesapeake Landing** Homeowners Association Ripon, CA 95366  
Managed by: Common Interest Management Services

 **Chesapeake Landing** Homeowners Association Inc.  
Shadeland, IN 47909  
Managed by: Your HOA Community Management Company, Inc.



Then type in the address you are requesting documents for and **Verify Address**

## Search Results

**Chesapeake Landing**  
**Homeowners Association Inc.**  
Shadeland, IN 47909

**Managed by:**  
Your HOA Community Management Company,  
Inc.

## Property Information

Please enter the property address below.

Street Address 4257 Admirals Cove Dr	Unit Number Enter if applicable
City Shadeland	Zip Code 47909

Verify Address

## If this is a NEW BUILD Order:

The address will not be verified in HomeWise Docs and you will need to do the following:

# Attention

We were unable to verify that the address you entered is a valid USPS address. Are you sure that it's correct?

**4257 Admirals Cove Shadeland, IN 47909**



**Warning:** If you select "Yes", then your order will be **canceled** if the address is not part of this association.

No, edit address

Yes, it's correct

\*Select: [Yes, it's correct](#)

## Property Address

You entered:



4257 Admirals Cove Shadeland, IN 47909

*Warning: We could not verify that this is a valid USPS address.*

Edit

## Transaction Type

Select the appropriate choice from the list below.

I'm buying or selling my home



I'm acting on behalf of someone who's buying or selling the home

Always Select this [Transaction type](#)

If this is not a NEW BUILD coming from a Developer or Builder and it is a Homeowner to Homeowner Sale, please select **No**.

Otherwise Select **Yes** and follow below:

## Is the seller of the property the developer/builder of the property?

Select the appropriate choice from the options below.



Yes

No

## Select Developer or Transaction Type

Select the appropriate choice from the options below.



Builder to Homeowner

Builder/Developer to Homeowner

Developer to Builder

**After this step - you will proceed with the order as normal.**

## Select Your Items

Once you've selected your items, click the **Continue** button at the bottom of the page to check out.

### Packages and Bundles

Status Letter and Association Documents

Free

See What's Included ▼

## Review Your Order

Review your selection below and follow the next quick steps to complete your order.



## Your Transaction Details

Fill in your transaction details.



## Seller Information

Property Address:

4257 Admirals Cove Dr Shadeland, IN 47909

First Name  
Test

Last Name  
Test

Phone

Optional

Email  
test@test.com

## Buyer Information

Accurate Buyer Information ensures delivery of important transaction notices, association information, and assessment details. Incomplete or inaccurate Buyer Information may result in this order being delayed or canceled.

First Name	Last Name	Phone
		Optional
Email	Mailing Address	Unit Number
		Enter if applicable
City	State ▼	Zip Code
		Country United States ▼

## Transaction Information

Does the buyer intend to move into the subject address?

☒ Yes ☐ No

If the buyer DOES NOT intend to move into the subject address, provide mailing address below (REQUIRED by Your HOA Community Management Company, Inc.):

Escrow Number

Optional

Sales Price

## Attach Document

This section is optional. If you have a document to attach, you can do that here.

Previous

Continue

# Delivery

Your order will be processed by **Your HOA Community Management Company, Inc.**

Upon completion, HomeWise will notify you by email and you'll be able to retrieve your forms and documents online from your HomeWise account.



## Select estimated closing date

**January 2022** < >

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	<b>13</b>	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

An Estimated Closing Date is usually specified in your sales contract. Typically, your real estate sales professional, lender, and closing agent coordinate the setting of this date.

**PLEASE NOTE:** Your estimated closing date must be after the selected processing time below.

## When do you need your order?

**Helpful Tip:** Your order will be completed by **Your HOA Community Management Company, Inc.** before **Midnight Pacific Time** for the dates below. Select a date that is a few days before your estimated closing date if possible. This will give you time to review the HOA documents once they're completed.

☐ Wed Dec 22, 2021

Due Now  
\$80

☐ Thu Dec 23, 2021

Due Now  
\$65

☒ Mon Jan 3, 2022

No extra  
charge

☒ Text me when the order is completed

Mobile Phone Number

Required

Ship my order 

☐ Send me an organized **bound copy** of the Association Documents *or* send me a **USB** containing the Association Documents. You'll also be able to access the documents online from your HomeWise account.

## Share your order

You may share your completed order via email.

Note: When you share your order with someone, they won't be able to modify the order. They'll only be able to view it.

Email Address 1  
test@test.com

Email Address 2

Add an email address

Previous

Continue



# Payment

Your order will be processed by **Your HOA Community Management Company, Inc.**

Upon completion, HomeWise will notify you by email and you'll be able to retrieve your forms and documents online from your HomeWise account.



## Select your method of payment

Credit Card ▼

Card number

Month ▼

Year ▼

First Name

Last Name

CVV

Code on the back of your credit card

## Billing Information

Street address	City
State ▼	Zip Code
Country United States ▼	
Cardholder Email	

**Note:** After payment has been accepted, the credit card holder will receive payment confirmation details.

## Credit Card, Return & Refund Policy

Please confirm the selection of your order because all completed products are final sale unless mandated by state statute. No returns, exchanges, price adjustments, or cancellations will be permitted once the order is completed. HomeWiseDocs.com does not accept returned documents and does not issue refunds or merchandise exchanges.

By selecting the credit card payment method, your credit card will be immediately charged for the amount due now plus a six dollar (\$6.00) credit card convenience fee. Once the management company completes this order, no changes, transfers, refunds or cancellations are allowed. You also acknowledge that you are the card holder or have been authorized to use this credit card. By accepting this policy, you agree to be held fully responsible and legally liable for all charges should the charges be disputed by the card member.

The credit card statement will display a charge from HomeWiseDocs.com in NV for this payment.

☒ I agree to comply with the above Credit Card Return & Refund policy.

# Confirm Order Details

Please take a moment to review your order and billing details before final placement of the order.



## Your order

### Status Letter and Association Documents

Bundle

[See What's Included](#) ▼

Due Now

Mgmt Company Fee:

**\$200**

HomeWiseDocs Fee:

**\$25**

## Fees

Credit Card Convenience Fee

Due Now

**\$6**

[Add Items](#)

**Total Due Now: \$231.00**

*Note: Other fees may be added at closing.*

# Transaction Details

## Management Company

Your HOA Community Management Company, Inc.

## Association Name

Chesapeake Landing Homeowners Association Inc.

## Property Address

Street Address: 4257 Admirals Cove Dr

City: Shadeland

State: IN

Zip: 47909

## Transaction Information

Sales Price: 350000

If the buyer DOES NOT intend to move into the subject address, provide mailing address below (REQUIRED by Your HOA Community Management Company, Inc.):

1547 n state st

## Seller Information

Name: Test Test

Email: test@test.com

## Buyer Information

Intends to Move In?: Yes

Name: Timothy

Country: US

## Share my Order

test@test.com

## Delivery and Payment Information



### Order Delivery Date

01-03-2022 (before Midnight Pacific Time)

Estimated Closing Date: 01-13-2022

Need it Sooner?

Rush My Order



### Payment Method

Credit Card XXXX-XXXX-XXXX-4000

Edit



### Billing Info

Test Test - 1547 N State Street #210, Greenfield, IN 46140

Edit

Previous

Total Due Now: \$231.00

Confirm & Place Order

## Your order has been placed

Confirmation Number:  
**3W9KRHNQL**

Total order amount: \$80.00  
Total paid: \$0.00  
Total due at closing: \$0.00

You will then receive an email confirming your order and order confirmation number.

Order Payment Request External

Inbox



HomeWiseDocs <no-reply@homewisedocs.com>  
to me

5:15 PM (3 minutes ago) ☆ ↶ ⋮



More than a vendor. Your **PROVEN** business partner.

### Order Payment Request

This email is to confirm your order for the property located at 4257 Admirals Cove Dr (Chesapeake Landing Homeowners Association Inc.).

**Please forward this email to the party who will pay for the order. Otherwise, they will not be notified to submit payment.**

Order Confirmation Number: **3W9KRHNQL**