

## Disclosure Packet Requests Instructions

Go to [www.communitygroup.com](http://www.communitygroup.com) (this will take you to Associa website) On the top of the page towards the left, you'll see a link that says "Order Resale Documents". Click on this link. On the next page, scroll down the alphabetical list and click on "**Associa Community Group**".

A new window will open, leading you to Community Archives website. Register as a new user and when the website asks for the Requestor Type, please choose "Owner/Seller/Realtor". Complete the registration.

After you have completed the registration, you're looking to order what's called the Resale Certificate Disclosure. You can choose to order via email or hardcopy. Please note you can have this order expedited at an additional cost when placing it and it will take 24-40 business hours, which is equivalent to 3-5 business days.

Please note that any required fields marked with a red asterisk but you do not have the information, you can put "unknown" in the fields and it will let you proceed with the order.

If you have any questions, please let me know. Thank you!

Lisa Goshert

Resale Specialist

Associa Community Group, Inc., AAMC

An Associa Company

3901 Westerre Parkway

Suite 100

Richmond, VA 23233

(804) 270-1800

(804) 346-8640 (fax)

[www.communitygroup.com](http://www.communitygroup.com)

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