

Instructions to submit documents online

e)

| 1. Select the important document(s) needed. (Save and name file |
|--|
| Important Documents |
| Real Estate Application |
| Escrow Affidavit |
| Roofing Certification |
| Tenants Rights |
| <u>Declaration Form</u> |
| Renter Packet |
| Checklist For Real Estate Transfers |
| Checklist For As-Is Sale |
| Checklist For Sale |
| 2. Fill-out contact information, (Your name, address. phone# etc.) |
| SUBMIT YOUR APPLICATIONS BELOW |
| Name |
| Name |
| Address |
| Address |
| Phone Number |
| 000-000-0000 |
| Email |
| Email |

3. Check the type of document(s) that you are sending. (Include message if needed) Choose file name that you saved.

| SUBMIT YOUR APPLICATION | | |
|-------------------------|--|--|
| 4 | . Click "submit" your application. | |
| Ch | oose Files No file chosen | |
| Ch | A State No file change | |
| | | |
| Message | | |
| Message | | |
| | Checklist For Real Estate Transfers | |
| | Renter Packet | |
| | Declaration Form | |
| H | Tenants Rights | |
| H | Roofing Certification | |
| H | Escrow Affidavit | |
| Sub | mit Your Application (Check All That Apply) Real Estate Application | |
| Cub | mit Vous Application (Chack All That Apply) | |

Note: Allow 24-72 business hours for a reply.