

PLEASE READ INSTRUCTIONS COMPLETELY

HomewiseDocs Customer Service
Phone: 866.925.5004
Email: info@homewisedocs.com



PO Box 364
Gig Harbor WA, 98335
Phone: 253-985-3812

Document Orders

HOA Community Solutions works with a third party vendor, HomewiseDocs, to provide homeowners with online access to their community's documents.

Fees: There is normally a \$5.00 per document charge for all third parties requesting a specific document. However, there is a document package that is available FREE to existing homeowners. This package includes everything we have on file for the association that you would normally request.

To submit a request, log on to **www.homewisedocs.com**. If you are a first time user, Click Sign up in the bottom right corner of your screen. BE SURE TO REGISTER AS A HOMEOWNER AND WRITE DOWN OR SCREEN PRINT YOUR USER ID AND PASSWORD. There is no cost to register for this service.

Return to home page, and login using the user ID and password provided. Follow the steps below to place or review an order.

- Click on Place A New Order and select the type of transaction. Click on Next to continue.
- Association Search:
 - Select Search by Association Name or Search by Property Address.
 - Select a City and State from the drop down menu.
- Click on Search and a list of Associations will display.
- Locate the one you are searching for and click on the Association Name hyperlink.
- This will bring you to the Product selection screen. Click on "Bundle and Save"
- See the screenshot below.

You are notified via email when your request is completed. Return to www.homewisedocs.com login and click on Review Orders. Your request and any documents can be immediately printed or downloaded to your PC.

Select Your Items below

BUNDLE & SAVE **GREAT DEAL**
HomeWiseDocs.com

Order a Bundle & Save Package and save over our conventional pricing.

Item	See What's Inside?	Price	Select
Association Documents Package Regular Price : \$60.00 You Save : \$60.00			<input type="checkbox"/>