



## **HOW TO ORDER A RESALE PACKAGE & QUESTIONNAIRE**

In order to acquire information about the unit or property you're involved with, you will need to order resale package information. Please follow the instructions provided below.

To place your order, simply visit our website at [www.fsresidential.com](http://www.fsresidential.com). Click on "Order Documents & Certificates" in the upper left corner, you will have to enter the zip code of the unit, and this will direct you to the ordering site. If you do not have an account, click on "Register Here" on the right side of the page, below the login, to set up an account. Then follow the prompts to order a Resale Package or Mortgage Questionnaire. If you do not have access or prefer not to use the online service please contact our Tech Support for a mail in request at 888-679-2500.

**FirstService Residential Associates are not allowed to provide this information to anyone. The information requested must be ordered according to the processes outlined above.**