

FirstService Residential
ORDERING DOCUMENTS AND CERTIFICATES
Dallas Market

To place in order for initial sales (developer/builder to homeowner) and resales (homeowner to homeowner) please follow the below steps:

- Go to [Texas Homeowners Association | Order Documents & Certificates \(fsresidential.com\)](https://www.fsresidential.com) and enter the zip code for the unit.
- Click "**Register Here**" to create an account for the first time.
- Document fees are due and payable **before** the order is processed/delivered.
- The WelcomeLink payment link can be forwarded to anyone of your choosing to pay the cost of the closing documents.
- Allow up to 10 calendar days for completion of all standard requests.
- You may request unlimited updates on your order within 60 days of your original order at no additional charge. Updates requested after that time are available for a fee of \$75.00
- Contact WelcomeLink at **888.679.2500** or CustServ@WelcomeLink.com for help placing orders.

NOTE: For all homeowner closing/sale types: FirstService Residential Transfer Fee, HOA Capitalization Fee (if applicable), HOA Transfer Fee (if applicable), Assessments, and any ledger balances due from the seller are in addition to the below fees and will be noted on the resale and will be due at closing. Proration of assessments may be due and must be added at closing. Homeowners in legal status balance will reflect the full balance due including all legal fees. Please allow additional time to obtain this information.

STANDARD PRICING

Transfer Fee: \$340.00

Resale Disclosure Package:

Resale Certificate, COI, Annual budget, Financials, Governing Documents

1-2 days RUSH	\$500.00
3-5 days RUSH	\$450.00
6-10 days STANDARD	\$375.00

Resale Disclosure Package (Multiple HOA's):

For Sub and Master Associations, Resale Certificate, COI, Annual Budget, Financials, Governing Documents

Additional fees will apply

Refinance Certificate: (Includes COI and annual budget)

(Fee Per Association the Property is Affiliated)

1-2 days RUSH	\$275.00
3-5 days RUSH	\$225.00
6-10 days STANDARD	\$150.00

Questionnaires: (Includes COI and annual budget)

Custom Lender Form Mortgage Questionnaire (option to upload form)

6-10 days \$350.00

Uniform Condo Questionnaire (Standard questions)

1-2 days RUSH	\$325.00
3-5 days RUSH	\$275.00
6-10 days STANDARD	\$220.00