How to place an order for a new build

Within Great Park Neighborhoods Association

Please visit our website at <u>https://www.fsresidential.com/california</u>, once on our website follow the instructions below.

If you require further assistance please contact <u>add.ca@fsresidential.com</u> or 949-448-6079. If you have a technical issue while placing your order please contact 888-679-2500.



Easily Order Documents and Certificates

It's easy to order the documents and certificates you need.

If you are a former Euclid Management customer and require Escrow Services, please call 909.981.4131



If your property is outside of California and you would like to go to your community's order page, please enter

Resale/Lender Requests

Welcome to the Information Ordering System

Our goal is to process your resale and lending information as quickly and accurately as possible, and to ensure that you receive the most efficient and responsive service available anywhere in our management area.

In keeping with that high standard, we have recently upgraded our systems to take advantage of the latest electronic processing technologies, and have modified some of our materials to make submitting your request easier than ever before.

Resale Statement of Account Request: Choose a product from the blue links below

NO UP-FRONT FEES are required (excluding shipping, if applicable). Simply register or log in to an existing account if you have previously registered.

Lender Questionnaires, Documents Only, Refinance, Bank Form or Appraiser Report Requests:

You may pay by credit card, check, or request a third-party payment. Simply register or log in to an existing account if you have previously registered.

Contact FirstService Residential California / WelcomeLink at (888) 679-2500 for questions regarding your order or for technical assistance with this website.

First-Time Sale Requests:

No up-front fees are required for a Blanket Statement of Account (the sale of a new home being sold by a developer to the first homeowner). To request a Blanket Statement, please email the Annexation and Implementation Department at AR-AID@FSResidential.com or call (949) 448-6221. Please attach the developments BRE White Report and sequence list.

RESIDENTIAL		
Welcome to the FirstService Rea and lending information orde	sidential resa ering system.	le Register / Log ir
Welcome to the FirstService Residential California resale and lending information ordering system. Our goal is to process your resale and lending information as guickly and accurately as possible, and to ensure that you receive the most efficient and responsive service available anywhere in our management area. In keeping with that high standard, we have recently upgraded our systems to take	 Username Password 	OGIN
advantage of the latest electronic processing technologies, and have modified some of our materials to make submitting your request easier than ever before. Resale Statement of Account Request:	Register here	Forgot Password?
NO UP-FRONT FEES are required (excluding shipping, if applicable). Simply register or log in to an existing account if you have previously registered. Lender Questionnaires, Documents Only, Refinance, Bank Form, or Appraiser Report Requests:	⁰o FirstService	@ (888) 679-2500
You may pay by credit card, check, or request a third-party payment. Simply register or log in to an existing account if you have previously registered		

To begin the online order process, click "Place Your Order Now" below.

You can view any orders previously placed or currently in process from the list below. Should you need a receipt for an order, simply click the printer icon for that order. To order an update, if available, click the order number to access the update order link.

Place Your Order Nowl	-	Select place your order
Flace Your Order Now!		now



GO

Have questions regarding your refinance or resale needs?

Email us at fsresidential.ca@welcomelink.com

or

Call us at (888) 679-2500

Fees and Services

List of Services

Sample Documents

Uniform Mortgage Questionnaire

Appraiser Report

Next, select the **blue** link that says <u>Association Search</u> – see example below.

Address / Product / Processing / Delivery / Transaction / Verify / Payment

Please enter the complete physical address of the unit for which you are requesting resale, refinancing or lending information, including street address and unit or apartment number. This specific information is required as it allows us to associate any account-specific data on a per order basis, if applicable.

For Developer owned properties, you may order your mortgage questionnaire (Condo/Pud Certification) by clicking Association Search. This option is **only** available for mortgage questionnaires and documents only orders.

Unit Address		
• Street 1		
		Select Association Search
Unit/Apartment		
• Zip/Postal Code		
• City	• State	
		Continue >

If you are not sure of the exact spelling or full association name – enter a part of the name to retrieve the Association information. * please be advised that only the Legal HOA name can be entered – no project names.

FirstService RESIDENTIAL	My Orders My Acco	Int			Need Help?
Address / P	Product / Processing / Delivery	/ Transaction / Verify /	Payment		
Enter the asso	ociation name for the property that	a Mortgage Questionnaire	(PUD/Condo Certification) is t	peing requested.	
ATTENTION: Refinance, or	Statement of Accounts, Refinances, Bank Request click "Previous" to se	and Bank Requests are not arch by the property unit a	available by the association : ddress.	search. To order a State	ement of Account,
Associa	Association Search				
• Association	Association Name				
Great Park					
			Previous	Continue >	

Once you enter the Association name – select the option that matches. See example below.

FirstService RESIDENTIAL		My Orders	My Account				Need Help?	
Add	l dress / Product /	Processing	/ Delivery / Transaction	/ Verify / Payment				
Sele	ect the appropriate	Association n	ame and click "Continue." C	ick "Previous" to modify your	search.			
×	Great Park Neigh Irvine	borhoods Cor	nmunity Association					
Select Great Park Neigh Community Association	nborhoods			< Pre	vious	Continue >		

Now enter the property address – this will not cause an error since you are under Association Search

My Orders My Account			Need He	
Address / Product / Processing /	Delivery / Transaction / Verify /	Payment		
Enter the physical property address of	the unit for which you are requesting	information.		
Unit Address		Enter the new build address	,	
Street 1		you will not encounter any errors under the association search option		
Street 2	eester opnet			
Zip/Postal Code				
City	State			
		Previous		

Now you can select whatever product you need and follow the remaining questions of the prompt to submit your order.



Next select the delivery that best fits your needs.

Address / Product / Processing / Delivery / Transaction / Verify / Payment					
lease select a processing option from the choices below.					
Lender Questionnaire					
Next Day (1-2 days) Lender Questionnaire Lender Form Questionnaire will be completed within 1-2 business days and will be faxed or emailed upon completion. You may upload your lender questionnaire at the end of the ordering process or a Fax Cover Page will be sent to you so that you may send us the lender form to be completed.	\$275.00				
Rush (3-5 days) Lender Questionnaire Lender Form Questionnaire will be completed within 3-5 business days and will be faxed or emailed upon completion. You may upload your lender questionnaire at the end of the ordering process or a Fax Cover Page will be sent to you so that you may send us the lender form to be completed.	\$225.00				
Standard (6-10 days) Lender Questionnaire Lender Form Questionnaire will be completed within 6-10 days and will be faxed or emailed upon completion. You may upload your lender questionnaire at the end of the ordering process or a Fax Cover Page will be sent to you so that you may send us the lender form to be completed.	\$175.00				

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Continue 🗲

After your delivery is selected, you can add any additional documents and select your method of delivery

Address / Product / Processing / Delivery / Transaction / Verify / Payment

Select from the list of governing documents available and choose a preferred delivery method. Please note, adding print media will result in additional shipping charges.

Additional Documents

Sta	Standard (6-10 days) Lender Questionnaire \$175.00				
Gre	at Park Neighborhoods Community Associati	n			
✓	Select All				
✓	Litigation Disclosure / Letter	[Add \$35.00]	\$35.00		
✓	Certificate of Insurance (Association)	[Add \$35.00]	\$35.00		
✓	Management Liability Certificate	[Add \$35.00]	\$35.00		
✓	Annual Budget Package	[Add \$35.00]	\$35.00		
✓	Financial Audit / Review	[Add \$35.00]	\$35.00		
✓	12 Months Board Meeting Minutes	[Add \$72.00]	\$72.00		
√	Operating Rules / Association Policies	[Add \$25.00]	\$25.00		
✓	CC&Rs	[Add \$40.00]	\$40.00		
✓	Articles of Incorporation	[Add \$35.00]	\$35.00		
✓	ByLaws	[Add \$35.00]	\$35.00		
			\$557.00	Total	
Delivery Options					

⊖ Email	\$0.00
○ Book and Email	\$0.00
○ CD and Email	\$0.00

Continue to follow prompt until your order has been submitted and you have received your order number plus confirmation to your email. If you are having issues please email add.ca@fsresidential.com .

Continue >