



**PENCO Management, Inc.**

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**To:**

**From:** PENCO Management, Inc.

**Re:** Information for the Resale Disclosure Certificate Request

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## **RESALE DISCLOSURE CERTIFICATES - EFFECTIVE 1-5-2011**

**PENCO Management, Inc.**, with its continued focus to provide superior service to its Common Interest Development communities, is proud to announce its adoption of the state-of-the-art document and data delivery system from CondoCerts. CondoCerts now provides reliable, round-the-clock online access to all governing documents and critical project data for lenders, mortgage bankers, escrow officers, title companies, real estate agents and homeowners in need of information for **PENCO Management, Inc.** managed communities.

To submit a Resale Disclosure Certificate Request, log on to [www.condocerts.com](http://www.condocerts.com). If you are a first time user, follow the links to register. Write down your user id and password. CondoCerts will contact you to verify your information and to activate your account.

Once your account has been activated, return to [www.condocerts.com](http://www.condocerts.com), click on the login button and follow the instructions on the site to access the information you are seeking. The **Resale Disclosure Certificate Request** will be submitted immediately to **PENCO Management, Inc.** You will be notified via email that your request is completed. Return to [www.condocerts.com](http://www.condocerts.com), login, and click on the Completed Order button and your request and any documents can be immediately printed or downloaded to your PC. If you prefer, CondoCerts will print the documents for you and send them by regular or express mail.

**CondoCerts** is an Internet utility developed to simplify the process of delivering and obtaining community association data and documentation for a variety of users in any association real estate transaction. **CondoCerts** delivers valuable association information in minutes instead of days or weeks.

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### ***CondoCerts***

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