Are you looking to purchase your community association documents but aren't sure what steps to take?

SFMC, Inc. has partnered with CondoCerts to provide our customer with a fast and easy way to get your associations documents.

Please read the below instructions carefully.

First time CondoCerts user?

1. Go to the website https://www.condocerts.com/
2. Follow the links to register.
3. Please keep the user name and password you created somewhere safe (you will need this again)
4. An activation email will be sent to the email that you used to register to activate your account

Ready to place an order?

1. Go to the website https://www.condocerts.com/
2. Put in your username and password and login
3. Type in the name of the Association. You can abbreviate or shorten the name to widen your search.
4. You **MUST** enter the state, but if you are unsure of the city you may put an * to search the entire state.
5. This will take you to the screen that will enable you to choose the type of product you require.
6. Enter all necessary information on the form. (if you do not have a buyer or an escrow number you may enter "TBD")

Once your order has been placed you will be notified via email that your request has been completed. After you have received that notification you will need to log back into https://www.condocerts.com/ and click on the retrieve completed button, and your order with any documents can be immediately printed or downloaded to your PC.

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.

***Please double check before placing ANY order that you have the correct association and property address (the wrong information will delay your order) ***

If you have any questions regarding the above process, please contact CondoCerts at 800.310.6552