

*If you need to order a **RESALE PACKAGE** follow the instructions below:*

To place a resale order, you will need to go to the <https://secure.welcomelink.com/resale/index.cfm?mg=AS>. You will need to set up an account, email and password, and then it will walk you through step by step.

*If you need to order a **QUESTIONNAIRE** follow the instructions below:*

ATTENTION LENDERS & BORROWERS:

FirstService has recently teamed with Welcomelink to provide on-line ordering for mortgage lender questionnaires. (These are not the same as Dues Information Forms)

Questionnaires are ordered on-line at the below link:

<https://secure.welcomelink.com/resale/index.cfm?mg=AS>

A. You will need the following information to request a Questionnaire

Property Name

Unit address

Requestor's Name

Requestor's telephone number and/or e-mail address (in case there are any questions)

Return fax number or e-mail address

B. The cost for the Questionnaires on-line are as follows:

\$75 for 10 business days turnaround

\$125 for 5 business days turnaround

\$200 for 2 day service turnaround

C. The cost for a specific lender form completed in-house

\$250 for same day service of a lender specific form completed in-house by Questionnaire Coordinator – (form and payment **MUST** be submitted through the Welcomelink site by 12 noon that day)