

## Marseille HOA Resale Certificate Instructions

1. A **\$150 fee (Made payable to Westward RMG)** for processing a Resale Certificate and all documents associated with a closing is payable in advance before documentation begins.
  - a. The Fee can be billed to an Owners on-line account and then paid on-line through their Resident portal.
  - b. The Fee can be mailed or delivered the Preston office during the hours of 8:30 am to 5pm Mon-Fri. 17304 Preston Rd. STE 800, Dallas Texas 75252. Be sure it is clearly marked in an envelope with Marseille HOA c/o Westward RMG on it and has the **Address and unit number (e.g 5803 Hudson #2).**
  - c. It is possible the fee can be paid on a credit card on-line but the 3<sup>rd</sup> party provider will charge a 3% fee and you will have to create a login on their site. See these instructions in item 6.
2. The request for documentation from the Tittle company or lawyer that will process the closing must come by e-mail sent to [service@marseillehoa.com](mailto:service@marseillehoa.com) . Documents will be sent electronic.
3. Processing can take 2-5 business days after the fee and request is sent by e-mail from the Title entity.
4. The **Notice of Membership in and HOA** must come back filled out completely with funds and certification of closing documentation.
5. A \$100 Transfer Fee will be paid at closing.
6. Go to <http://marseillehoa.com> and use the right hand column menu.
  - a. In the right hand column menu on the front page, click \*Pay Resale Certificate Fee”
  - b. In the Property select Drop down menu choose: “Marseille Resale”
  - c. Continue to create and account and make payment.

For Questions, follow up or further instructions reply to the existing request e-mail thread. Or call 214-299-8590 if needed

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## Marseille HOA Questionnaire Instructions

1. 1. Above pay methods applies to a \$50 fee (**Made payable to Westward RMG**). or Online pay instructions in item 2.
2. Go to <http://marseillehoa.com> and use the right hand column menu.
  - a. In the right hand column menu on the front page, click “Pay by Instruction”
  - b. In the Property select Drop down menu choose: “Marseille Resale”
  - c. Continue to create and account and make payment.