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ORDERING A LENDER REPORT

Fee: \$135.00 (when paid by credit card on-line)

This report provides answers to various questions frequently asked by lenders to determine whether a HOA meets the lender's eligibility requirements. The report includes association governing documents and insurance disclosures.

Please be aware that this 7-page report and accompanying documents are sufficient to complete virtually all HOA certificates.

INSTRUCTIONS

The Lender Report may be ordered on-line using a credit card.

Note: Before proceeding, be sure to gather information on the recipient to whom the report and documents will be e-mailed. The ordering process requires the recipient's name, mailing address, e-mail address, and phone number.

- A Go to www.christisoncompany.com
- B Click on the "Disclosure/Resale" drop down menu and select "AIS Sign In". This link will take you to the Online Information Service page.
- C If you have not used the site before, you will need to become a registered user. Toward the bottom of the page, click on "Not a Registered User? – Click Here". Complete the User Registration Form and click "Submit". You will be taken to the Online Information Services Welcome Page.
- D Click on the "Lender Report" button on the left side of the page. The system will guide you through a 4-step process to place your order.

Within a maximum of 3 days, the recipient will receive an email notification that the order is ready to be downloaded. The recipient should periodically check their email "junk" folder because the email we will be sending may be wrongly identified by the recipient's email system as spam.

If a credit card is not available, do not attempt to order the lender report online. Instead, a check for **\$160.00** payable to Christison Company may be mailed to the address shown above along with recipient information including e-mail address. We will process your order for you and it will be e-mailed to the address provided.

Questions? Please contact disclosure@christisoncompany.com
You may also call 925-371-5700 x127 or 925-371-5727.