**COMMUNITY ARCHIVES**

**To place an order for any of the products (Resale Package, Lender Questionnaire, Financial Statement etc.) for sale or refinance please access –**

[www.cmc-management.com](http://www.cmc-management.com) or [www.scs-management.com](http://www.scs-management.com) depending on the management company that manages your association.

**At the top of the page (black bar) Select “ORDER RESALE DOCUMENTS” then select**

**“COMMUNITY MANAGEMENT CORPORATION” or “SELECT COMMUNITY SERVICE, LLC”**

**this will direct you to Community Archives.**

You will need to register with Community Archives if you are a first time user and if you have any difficulties placing the order and/or navigating through the website please contact Community Archives Customer Service at 1-800-995-0682.

**Resale Packages:**

If your address belongs to a Master and Sub-Association that CMC/SCS manages, an order needs to be placed for both Associations.

**Lender Questionnaire:**

If you require a custom form be sure to select the custom form option when placing the order and once you have received your email confirmation with an order # then e-mail your custom form to customforms@communityarchives.com

Please be sure to reference your order # when submitting your custom form.

If you live in a Master and Sub-Association the Lender Questionnaire is normally needed for the sub not the master.