How to Order a Resale Package
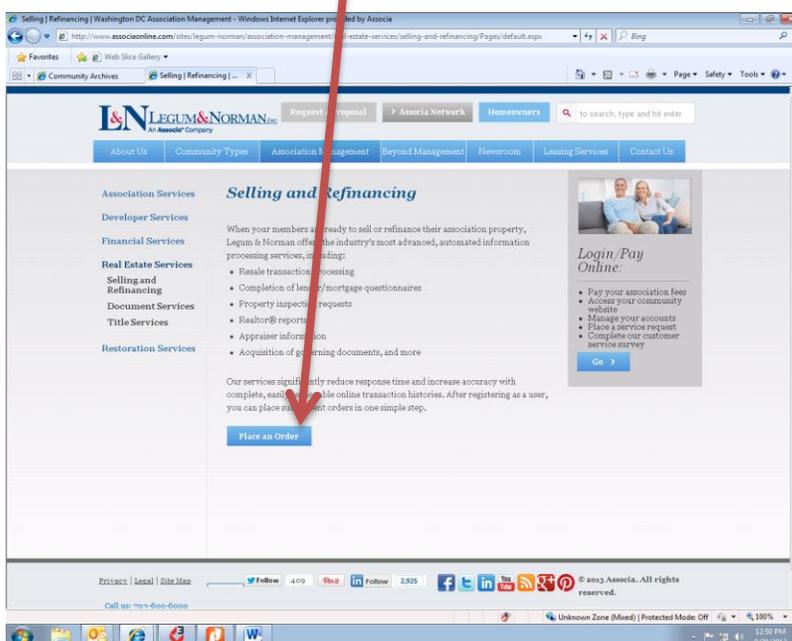
1. Go to **www.legumnorman.com**

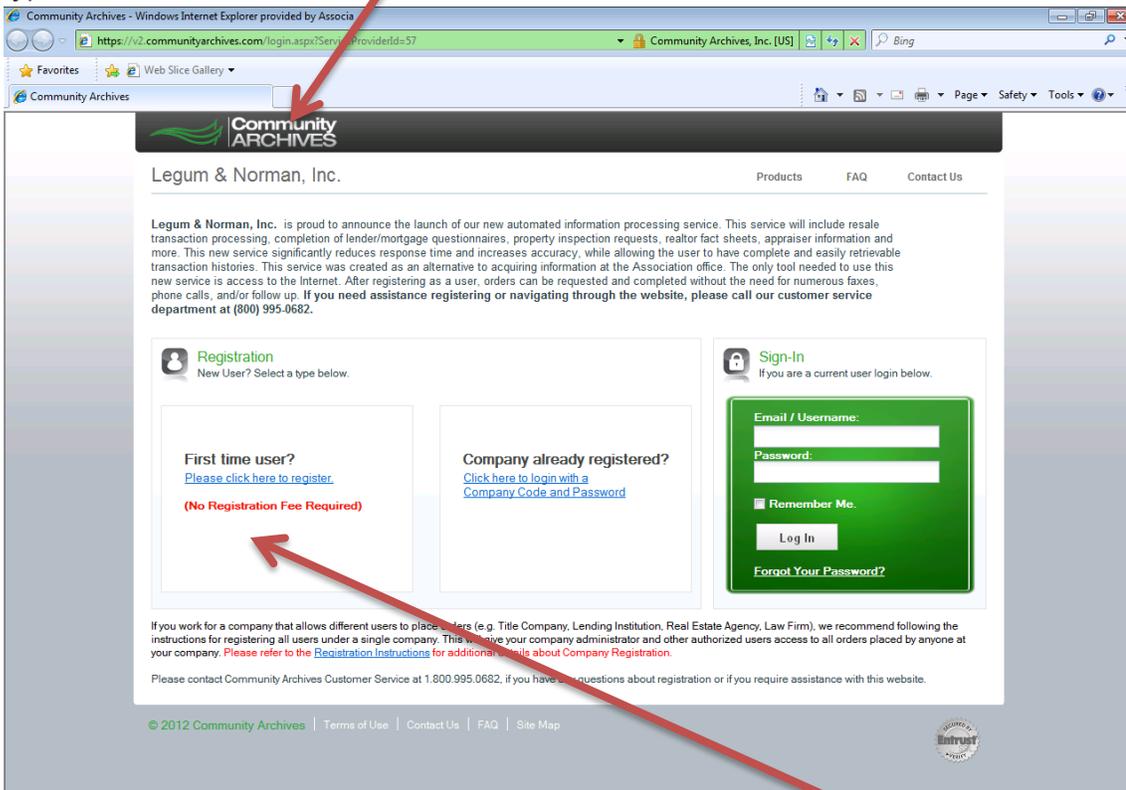**2.** Click on **Association Management;**

3. Then click on **Real Estate Services;** then lick on **Selling and Refinancing**
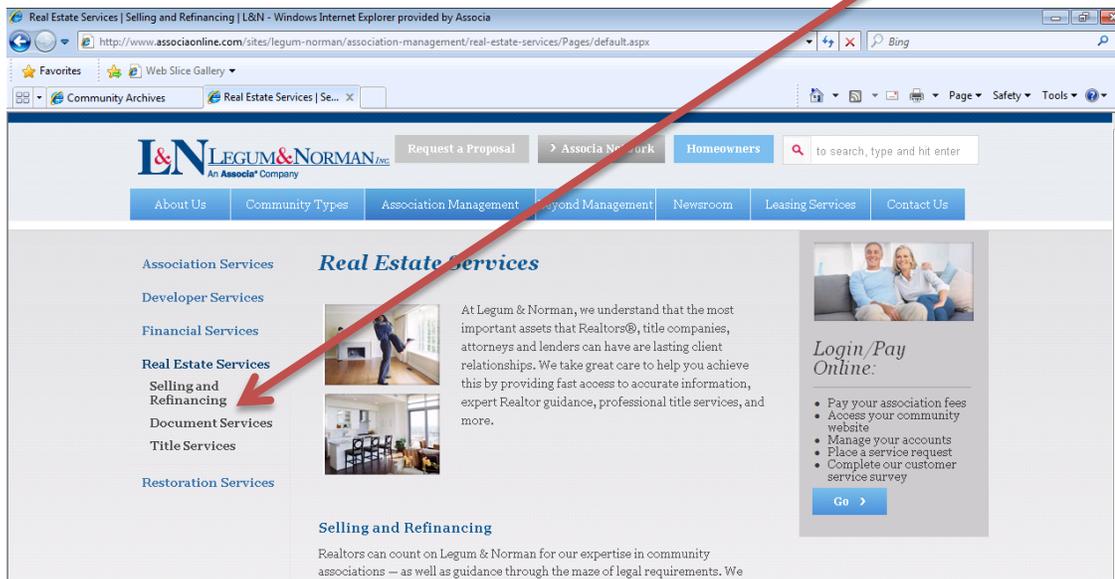

4. Click on **Place an Order;**

5. This will take you to **Community Archives** which is the internet-based provider of these types of services.


If you have never placed an order before, you will need to register as a **First time user.** It is free to register. Follow those step-by-step instructions and create a login and password, which will take you to a new screen.

If you already have a **Username and Password**, please utilize the green box to input that information and login.
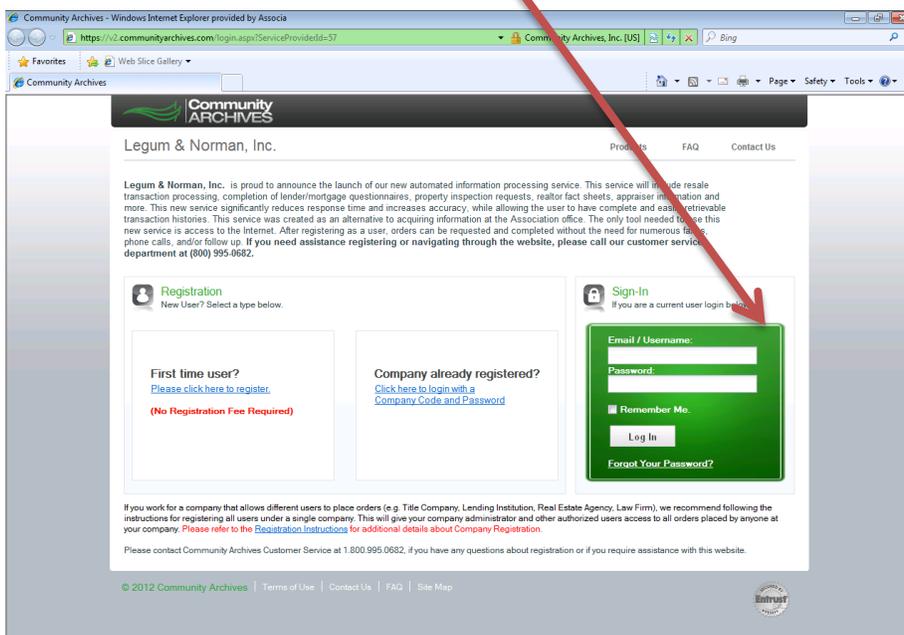
6. Once there, you will need to type in the first few letters of the community to pull up the community you are ordering for.
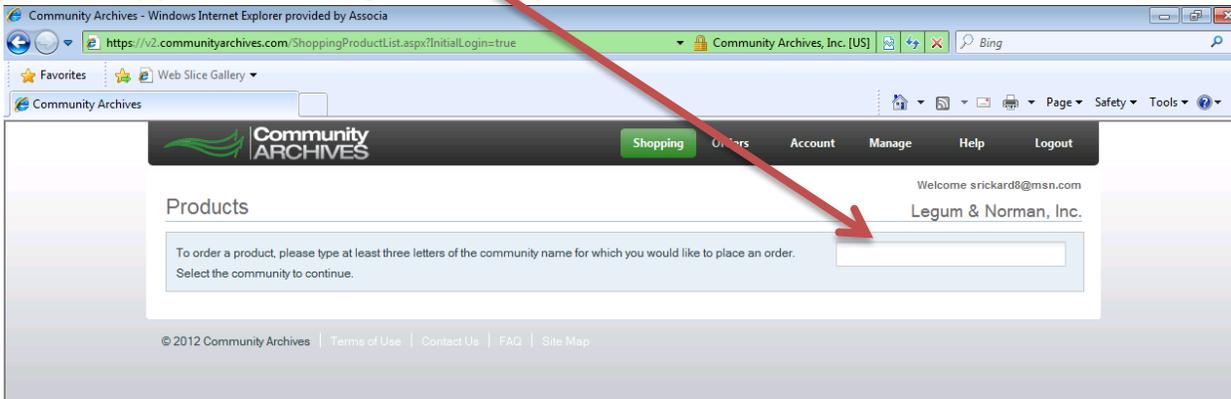
7. Select your community and a list of products will show up on the screen. Please review each product and the list of what each product contains below the product name. Click **Order Now** to the right of the product you would like to order.
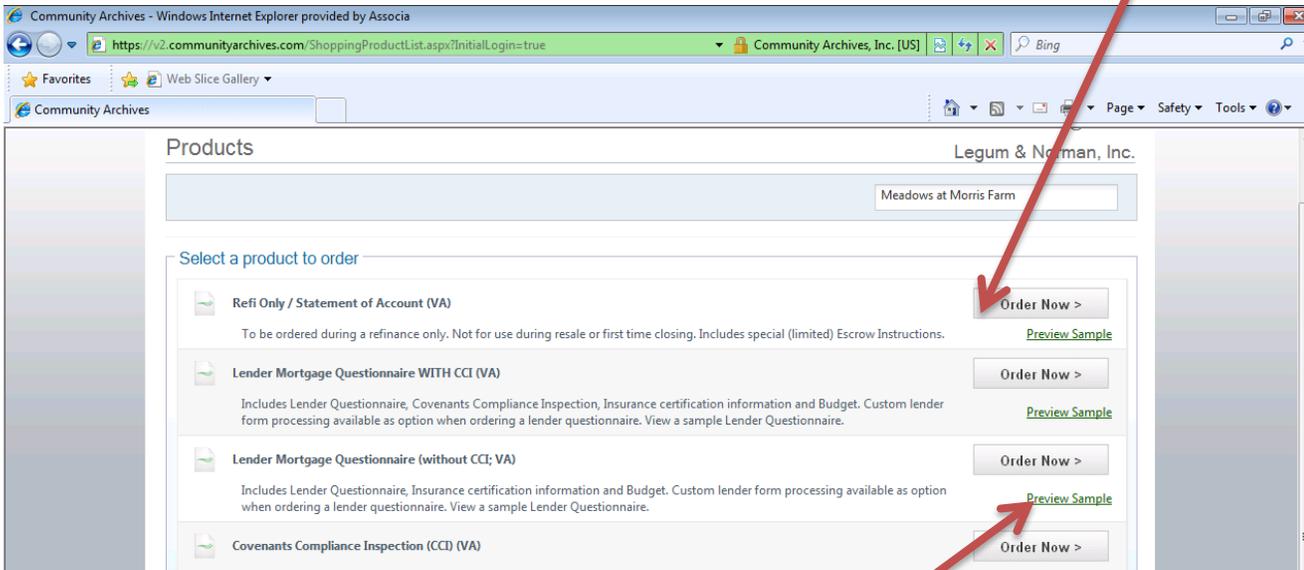
Please note that under each product order button, there is a green **Product Sample**. Click here to see a sample of that product.

8. Once you click on Place an Order, you will be taken to the Order Information screen. Fill in the blank fields on this screen and choose your delivery format. When selecting your Delivery Turn Around Time, please notice that times listed are BUSINESS days and hours, NOT calendar days or hours. Please note that Saturdays, Sundays, and holidays are not included in the days for Business Days and that non-office hours are not included in the Business hours calculation. Common mistakes in filling out this screen include incorrect property addresses and owner's names. Please take care to input this information carefully and make sure it is correct. Incorrect information can delay the processing of your order.

9. Click on **Checkout** to proceed to checkout and follow the prompts to complete your order.

If you have any issues with use of this website or registering to use this website, please contact Community Archives Customer Service at 1-800-995-0682.