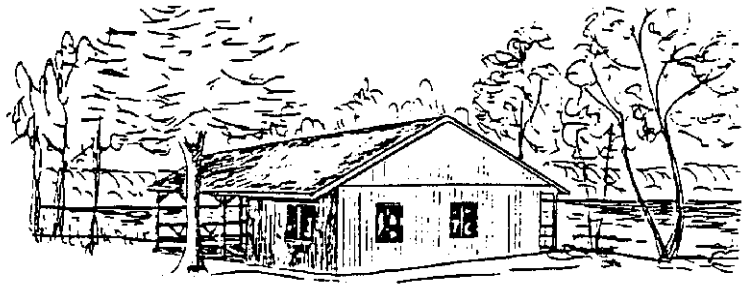


**MONROE LAKE PROPERTY OWNERS
ASSOCIATION, INC.**
6253 Lakeshore Drive E.
E. Stroudsburg, PA 18302
Monroelakepoa.com



Selling your Home?

Here is a quick Checklist of items required by the Association.

- ☐ Notify the community manager that you are listing your Unit. Include a list of all lots that are included in the sale.
- ☐ Order a Certificate of Resale at www.fsresidential.com (see below).
- ☐ Order a questionnaire (if needed) at www.fsresidential.com (see below).
- ☐ Cancel automatic payments through Clickpay for Association fees (if applicable).
- ☐ Provide your forwarding address via email to the Community Manager.
- ☐ Provide an email address for the Buyer to be contacted with community information.

Community Manager contact: Jessica Walton, CMCA, AMS Jessica.Walton@FSResidential.com

To order a Certificate of Resale and/or Questionnaire, please follow the below instructions:

- Go to www.fsresidential.com.
- Click the **Order Documents** tab at the top of the page.
- Enter the zip code of the home (**18302**),
- Enter the name of the Community (**Monroe Lake POA**) and click **Find My Documents Page**.

If you do not have an account (this is NOT your Community Portal Account), click **Register Now** on the right side of the page, to set up an account. Then follow the prompts to order a Resale Package or Mortgage Questionnaire. Check with your relator, as they may already have an account.

If you need assistance navigating the website or prefer not to use the online service, please contact Tech Support for a mail in request at 888-679-2500.

You should only order the Certificate of Resale or Questionnaire when directed by your realtor.