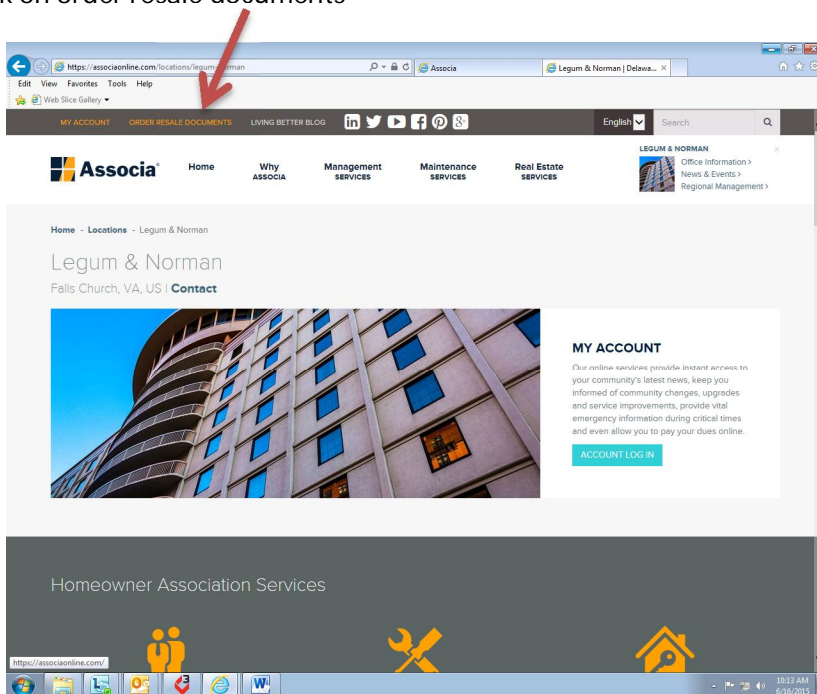


How to Order a Resale Package

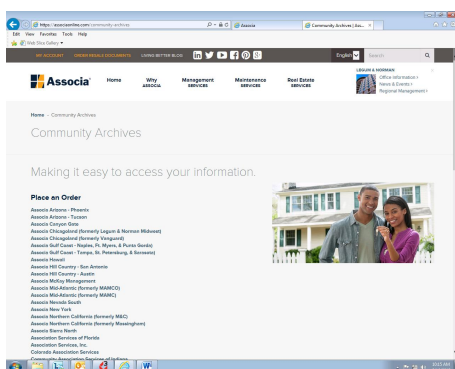
If you have any issues with the use of the Community Archives website or registering to use the website or wish to place an order via phone, please contact Community Archives Customer Service at 1-800-995-0682.

Go to www.legumnorman.com

Click on order resale documents

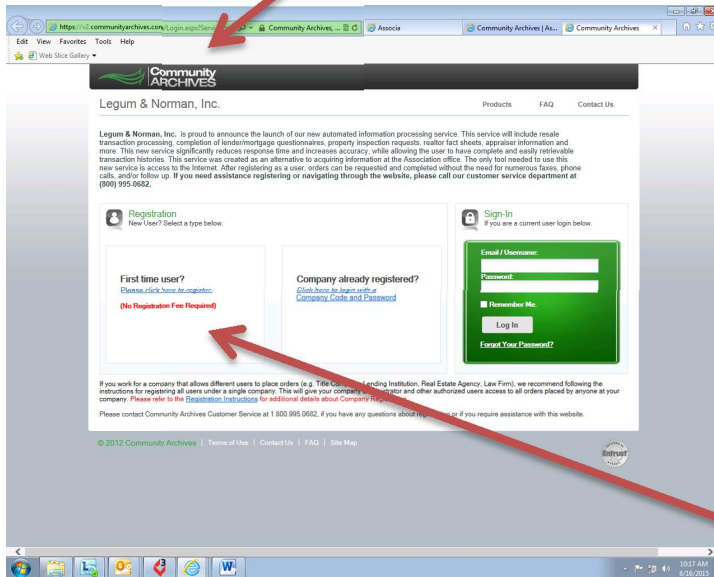


This will take you to another screen (make sure your pop up blocker is turned off to allow pop ups):



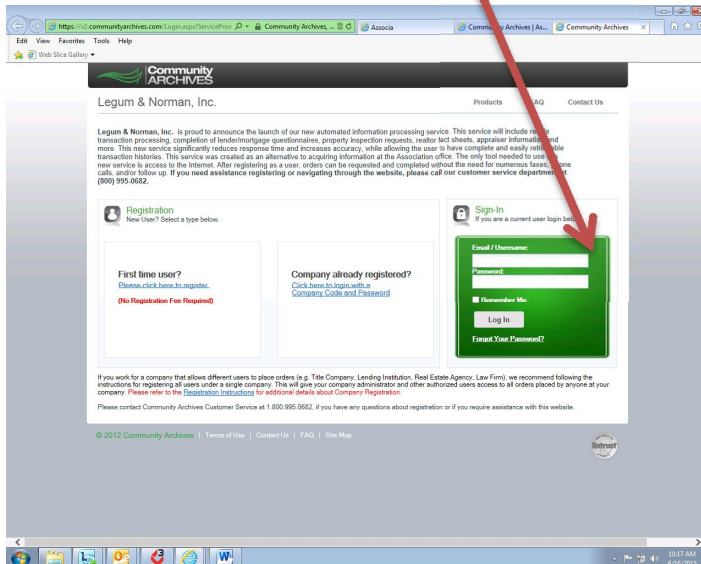
Scroll on this page to Legum & Norman, Inc. and click on that listing.

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

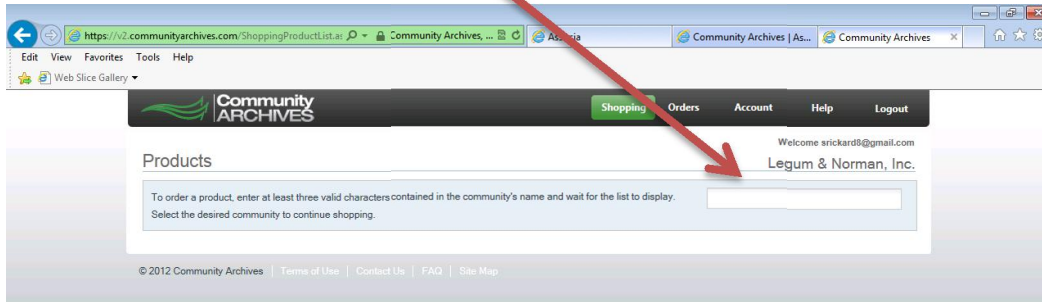


If you have never placed an order before, you will need to register as a First Time User. It is free to register. Follow those step-by-step instructions and create a login and password, which will take you to a new screen.

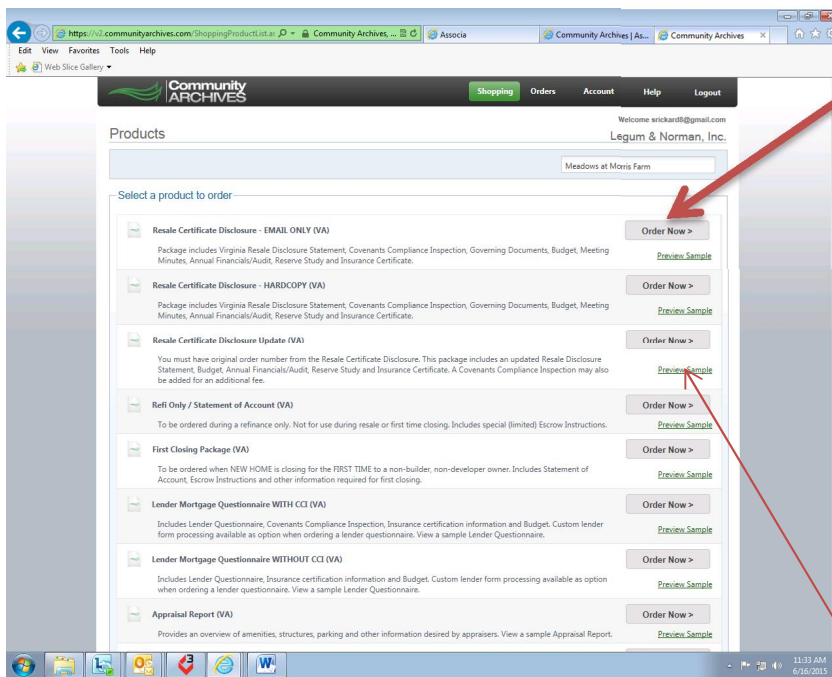
If you already have a User name and Password, please utilize the green box to input that information and proceed to login.



Once you have logged in, you will be taken to another screen. Once there, you will need to type in the first few letters of the community to pull up the community you are ordering for.



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.

Once you click on the Order Now button, you will be taken to a checkout screen.

The screenshot shows a web browser window with the URL <https://v2.communityarchives.com/OrderProduct.aspx?Pro>. The page is titled "Community Archives" and contains the following sections:

- City, State/Province, Zip** (input fields)
- New Buyer Information**
 - Buyer's Name (if unknown, enter "Unknown")*
 - Buyer's Mailing Address*
 - Zip Code*
 - Will the Buyer occupy the property?*
 - City*
 - Telephone
 - State/Province*
 - Email Address
- Title Company Information**
 - Contact Name
 - Contact Telephone*
 - Contact Email Address
 - Comments
 - Escrow Number*
- Delivery** (1)
 - Select Format: Email
 - Delivery Cost: \$0.00
 - Select Delivery Turn Around Time:
 - 4 - 10 Business Days
 - 8 - 24 Business Hours, +\$50.00 (2)
- Delivery Addresses**
 - Default Email: srickard@gmail.com
 - Additional Email: srickard@legumnorman.com (Change Remove)
 - Selected Delivery Email Address: srickard@gmail.com (Change)
- Order Follow-Up Contact**
 - Legum & Norman, Inc.
 - Tisha Muse
 - (703) 600-6000
 - tmuse@legumnorman.com
- Checkout** (3) button and **Cancel** button.

Fill in all of the requested fields. Those marked with a red * (asterisk) are required fields. Also, fill in the Delivery (1) format desired. When selecting your Delivery Turn Around Time (2), 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. Normal office hours are Mondays through Thursdays, 9 am – 5 pm and Fridays, 9 am – 2 pm.

Common mistakes in filling out this screen include incorrect property addresses, incorrect owner's names, seller name in buyer field and vice versa. Please take care to input this information carefully and make sure it is correct. Incorrect information can delay the processing of your order or cause an order to be canceled.

Once you have completed the fields on this screen, click on Checkout (3) and follow the prompts to complete your order. Please be aware that you will receive a confirmation email once you have completed and placed your order which will contain your order number.