



**MEM Property Management Corporation**  
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**To:** Those requesting an escrow closing request (Demands)  
**From:** Mem Property Management Corporation  
**Re:** Information for the closing request

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#### Escrow Closing Requests (Demands)

Mem Property Management Corporation, with its continued focus to provide superior service to its communities, is proud to announce its adoption of the state-of-the-art document and data delivery system from CondoCerts. CondoCerts now provides reliable, round-the-clock online access to all governing documents and critical project data for lenders, mortgage bankers, escrow officers, title companies, real estate agents and homeowners in need of information for Mem Property Management Corporation Service managed communities.



To submit a request, log on to [www.condocerts.com](http://www.condocerts.com). If you are a first time user, follow the links to register. Write down your user id and password. CondoCerts will contact you to verify your information and to activate your account. There is no cost to register for this service.

Once your account has been activated, return to [www.condocerts.com](http://www.condocerts.com), click on the login button and follow on the site to access the information you are seeking as follows:

- **Select Project:** Allows users to order escrow closing requests and association documents.
- **Find a Homeowners Association Now:**
  - Enter name of association. Abbreviations of the association name are acceptable and will broaden the name search, such as "harbor" for "harbor cove homeowners association".
  - Entering an address is not required.
  - Entering the city name is required. If you are unsure of what city, you may enter an "\*" and that will broaden the search. This is the location of the association and not the management firm.
  - State is required, but zip code is not required.
- Upon submission, you will get a list of projects found. Choose the one that you are searching by double clicking on the project name.
- This will bring you to a screen that will enable you to choose the type of product you require.
- Enter all necessary information on the form.

Once your account has been activated, return to [www.condocerts.com](http://www.condocerts.com), click on the login button and follow the steps on the site to access the information you are seeking. The request will be submitted immediately to **Mem Property Management Corporation**. You will be notified via email that your request is completed. Return to [www.condocerts.com](http://www.condocerts.com), login, and click on the Retrieve Completed button, and your request and any documents can be immediately printed or downloaded to your PC.

*CondoCerts* is an Internet utility developed to simplify the process of delivering and obtaining community association data and documentation for a variety of users in any association real estate transaction. *CondoCerts* delivers valuable association information in minutes instead of days or weeks.

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