

# HOA MANAGEMENT QUICK REFERENCE GUIDE

Essex Community Management	
Phone	817.430.8993
Fax	817.491.9896
Resale Certificate	\$275
Transfer Fee	Included
Order Online At	<a href="http://www.essexhoa.com">www.essexhoa.com</a>
Processing Time	5 - 7 Business Days
Notes	24 Hours (\$200) 2 Days (\$100)
SBB Managemnt	
Phone	972.960.2800
Fax	972.991.6642
Resale Certificate	\$225
Transfer Fee	\$65
Order Online At	<a href="http://www.sbbmanagement.com">www.sbbmanagement.com</a>
Processing Time	5 - 7 Business
Notes	\$217
Principal Management	
Phone	214.368.4030
Fax	214.265.6490
Resale Certificate	N/A
Transfer Fee	\$120
Order Online At	<a href="http://www.principal-mgmt.com">www.principal-mgmt.com</a>
Processing Time	5 - 7 Business
Notes	\$100-\$150 for Rush
Capital Consultants	
Phone	469.246.3500
Fax	480.348.7803
Resale Certificate	\$250
Transfer Fee	Included
Order Online At	<a href="http://www.homewisedocs.com">www.homewisedocs.com</a>
Processing Time	5 - 7 Business
Notes	\$105 for Rush
Excell Association Management	
Phone	972.881.7488
Fax	972.578.2801
Resale Certificate	\$350
Transfer Fee	Included
Order Online At	<a href="http://www.condocerts.com">www.condocerts.com</a>
Processing Time	7 - 10 Business Days
Notes	\$50 for Rush Fee

Premier Communities	
Phone	214.871.9700
Fax	214.871.0355
Resale Certificate	\$212.95 (7-10 days) \$300.95 (3-5 days) \$397.95 (48 hrs)
Transfer Fee	Included
Order Online At	<a href="http://www.premiercommunities.net">www.premiercommunities.net</a>
Processing Time	7 - 10 Business Days
Notes	N/A
Lone Star Management	
Phone	469.384.2088
Fax	972.370.1752
Resale Certificate	\$125
Transfer Fee	\$125   Statement Fee- \$50
Order Online At	<a href="mailto:aroberts@lonestarmangement.com">aroberts@lonestarmangement.com</a>
Processing Time	7 - 10 Business Days   Same Day (\$100)   1-2 Day
Notes	\$15 Welcome Package
CMA	
Phone	972.943.2800
Fax	972.778.0520
Resale Certificate	\$245
Transfer Fee	\$100
Order Online At	<a href="http://www.cmamanagement.com">www.cmamanagement.com</a>
Processing Time	5 - 7 Business Days
Notes	\$50 Rush Fee, Exchange check for Package
Alternative Management Association	
Phone	214.904.8250
Fax	214.904.8241
Resale Certificate	\$150
Transfer Fee	\$75
Order Online At	<a href="http://www.condocerts.com">www.condocerts.com</a>
Processing Time	Normally 48 Business Hours
Notes	\$50 Rush Fee, Pre-pay Online



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