New Broker Transaction

Instructional Manual

OUR SERVICES QUESTIONS? LOGIN/REGISTER **Snickfish** *A Title Processing Agency Company* TESTIMONIALS HABLA ESPANOL CONTACT US

Log In
WEBCONTRACT

Username

This is a required field

Password

LOG IN   Forget Your Password?

1. Go to Snickfish.com.
2. Click "LOGIN" on the top menu.
3. Enter Username and Password.

ct@snickfish.com
ts reserved.

WELCOME, SNICKFISH COMMUNITY
Click here to logout | Update Account

Update your community information.

Transactions

Enter a new Buyer/Seller transaction.

Use this link to contact Snickfish for support.

New Broker Transaction ➕   Pending Transactions ⚙   Contact Us ✏

New Cash Transaction ➕   Approved Transactions 👍   Help ❓

This page provides application training videos and instructional manuals.

Rejected Transactions 👎

Enter a new transaction that involves the sale of an inventory home.

Cancelled Transactions ✖

⚠ Do **NOT** enter Buyer/Seller transactions here. This is only for inventory homes.

View All Transactions 🔍

Pending Transactions ⚙   Approved Transactions 👍   Rejected Transactions 👎   View All Transactions 🔍   Cancelled Transactions ✖

These are all of your community's **PENDING** transactions along with their queued status.

These are your community Transactions that were reviewed and **APPROVED** by Snickfish.

These are transactions that were reviewed and **REJECTED** by Snickfish and on hold pending additional information from your community.
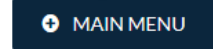
This link displays **ALL TRANSACTIONS** in all categories that were submitted by your community to Snickfish for processing.

These include all transactions that were **CANCELLED** by your community.

Screen 3

Directs you back to Main Menu.

⊕ MAIN MENU

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

| Buyer Info | Seller Info | Mobile Home Info | Agent Info |

Highlighted selection indicates your current page location.

Customer Information

Fill these fields with the customer's information.

Click to add or remove a co-buyer.

Enter Buyer's & Co-Buyer's first and last name.
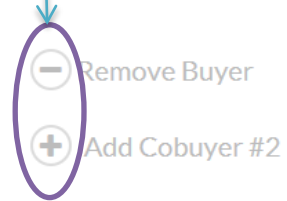
⊖ Remove Buyer

⊕ Add Cobuyer #2

Buyer Name

Buyer Name
Tom Sample

Cobuyer Name
Mary Sample

Enter Buyer's and Co-Buyer's DOB

Buyer Birthdate

Buyer Date of Birth
2 3 1960

Cobuyer Date of Birth
9 10 1965

Validate Buyer's and Co-Buyer's DOB

Confirm Birthdate

Buyer Date of Birth
2 3 1960

Cobuyer Date of Birth
9 10 1965

Enter Buyer's and Co-Buyer's DOB

Buyer Address

Buyer's Mailing Address
123 Somewhere Ln.

Address Line 2   [optional]

33701   FL

Saint Petersburg

United States

Cobuyer's Mailing Address
123 Somewhere Ln.

Address Line 2   [optional]

33701   FL

Saint Petersburg

United States

LOOK

☑ Use Same Address

Check this time saver box if Co-Buyer has same address.

Previous Step   Next Step

Screen 4

Directs you back to Main Menu.

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

Buyer Info | Seller Info | Mobile Home Info | Agent Info

Highlighted selection indicates your current page location.

Seller Information

Fill these fields with the sellers information.

Enter Seller's first and last name.

Seller Names

Seller Name

Joe Seller

⊕ Add a Seller

Click to add or remove a Co-Seller

Enter Seller's DOB

Seller Birthdates

Seller Date of Birth

3   4   1970

Validate Seller's DOB

Confirm Birthdates

Seller Date of Birth

3   4   1970

Previous Step   Next Step

Screen 5

Directs you back to Main Menu.

Highlighted selection indicates your current page location.

⊕ MAIN MENU

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

Buyer Info   Seller Info   Mobile Home Info   Agent Info

Mobile Home Information

Fill these fields with the Mobile Home's information.

Must indicate if new Buyers wants their title to be recorded in the "and/or" capacity. Select "n/a" for single buyer.

Select number of sides for home.

Select this option if the home has never been titled and you have an MSO or MCO.

Titled

● and   ○ or   ○ n/a

# of Sides

○ 1   ● 2   ○ 3   ○ 4

MSO

☐ I have MSO(s) instead of title(s).

LOOK

Enter the **LOT#** only here first and the system will auto populate the entire address. Please confirm that the mobile home address is correct.

Enter title numbers from most recent title.

Validate title numbers.

Mobile Home Address

| 17 |

| 17 CYPRESS LOOP |

| 33850 | FL |

| Lake Alfred |

Title Number(s)

| 1234567 |

| 7654321 |

Confirm Title Number(s)

| 1234567 |

| 7654321 |

⚠️ To avoid your file being rejected, do **NOT** enter **VIN** numbers here. You must enter title numbers only.

Previous Step   Next Step

Directs you back to Main Menu.

⊕ MAIN MENU

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

Buyer Info   Seller Info   Mobile Home Info   **Agent Info**

Highlighted selection indicates your current page location.

Agent Information

Please enter the info for the agent who is entering this transaction.

Enter your first and last name

Enter your email

First | Susan | Last | Myers | Email | Myers@suncommunities.cor |

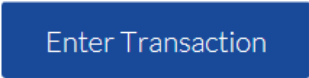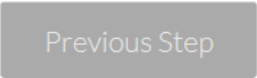☐ I need to add additional email addresses to receive notifications.

Check this box if you are requesting us to send notifications to an additional email address.

Special Instructions

Please include any special instructions, including title instructions such as entities or guardianship specifications here...

LOOK   Please add any special instructions about this file here.

Previous Step   Enter Transaction

Directs you back to Main Menu.

⊕ MAIN MENU

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

| Buyer DLs | Seller DLs | Titles | Lien Docs | Legal Docs | Other Docs |

Highlighted selection indicates your current page location.

Buyer Drivers License(s) ⚠️

To avoid your file being rejected, your Buyer's DL must be legible.

Make sure Buyers Driver License is legible. You may need to enlarge image prior to uploading.

Click here to upload files
OR YOU CAN DRAG FILES TO THIS BOX

Previous Step   Next Step

Click here to upload Buyer and Co-Buyer's driver licenses. If you attach an incorrect file you can remove the file by clicking the remove button. This is a **REQUIRED** entry - you must upload all applicable Buyers' license.

Directs you back to Main Menu.

⊕ MAIN MENU

WELCOME, SNICKFISH COMMUNITY
Click here to logout | Update Account

| Buyer DLs | Seller DLs | Titles | Lien Docs | Legal Docs | Other Docs |

Highlighted selection indicates your current page location.

Seller Driver License(s) ⚠

To avoid your file being rejected, your Seller's DL must be legible.

Make sure Seller's Driver License is legible. You may need to enlarge image prior to uploading.

Click here to upload files
OR YOU CAN DRAG FILES TO THIS BOX

Previous Step

Next Step

Click here to upload Seller and Co-Seller's driver licenses. If you attach an incorrect file you can remove the file by clicking the remove button. This is a **REQUIRED** entry - you must upload all applicable Sellers' licenses.

Directs you back to Main Menu.

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

⊕ MAIN MENU

| Buyer DLs | Seller DLs | Titles | Lien Docs | Legal Docs | Other Docs |

Highlighted selection indicates your current page location.

Title(s)

Please review front and back of each title of each side.
If the back of your title(s) has been altered, please include it in your upload.

⚠️ To avoid your file being rejected, your title must be legible.

**Click here to upload files
OR YOU CAN DRAG FILES TO THIS BOX**

Previous Step   Next Step

Click here to upload Seller's current Florida title(s). If the title has an assignment on the back you must upload a copy of the back of the title too. If you attach an incorrect file you can remove the file by clicking the remove button. This is a **REQUIRED** entry - you must upload all applicable titles.

Directs you back to Main Menu.

Highlighted selection indicates your current page location.

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

⊕ MAIN MENU

| Buyer DLs | Seller DLs | Titles | Lien Docs | Legal Docs | Other Docs |

Lien Document(s)

Please upload any lien notices or lien documents below.

⚠ To avoid your file being rejected, your lien documents must be legible.
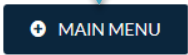
Click here to upload files
OR YOU CAN DRAG FILES TO THIS BOX

Previous Step   Next Step

Click here to upload lien documents. If you attach an incorrect file you can remove the file by clicking the remove button. This is **NOT** a required entry.

Directs you back to Main Menu.

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

| Buyer DLs | Seller DLs | Titles | Lien Docs | Legal Docs | Other Docs |

Highlighted selection indicates your current page location.

Legal Document(s)

Please upload your documents to the correct category below.

Guardianship ⚠️ To avoid your file being rejected, your documents must be legible.

Click to upload
GUARDIANSHIP FILES GO HERE

Click here to upload **GUARDIANSHIP** documents. If you attach an incorrect file you can remove the file by clicking the remove button. This is **NOT** a required entry.

Trusts ⚠️ To avoid your file being rejected, your documents must be legible.

Click to upload
TRUSTS GO HERE
Include Trust Provisions If Applicable

Click here to upload **TRUST** documents. If you attach an incorrect file you can remove the file by clicking the remove button. This is **NOT** a required entry.

Death Certificates ⚠️ To avoid your file being rejected, your documents must be legible.

Click to upload
DEATH CERTIFICATES GO HERE

Click here to upload **DEATH CERTIFICATE** documents. If you attach an incorrect file you can remove the file by clicking the remove button. This is **NOT** a required entry.

Durable Power of Attorney ⚠️ To avoid your file being rejected, your documents must be legible.

Click to upload
DURABLE POWER OF ATTORNEY GOES HERE

Click here to upload **DURABLE POWER OF ATTORNEY** documents. If you attach an incorrect file you can remove the file by clicking the remove button. This is **NOT** a required entry.

Previous Step | Next Step

Screen 12

⊕ MAIN MENU

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

| Buyer DLs | Seller DLs | Titles | Lien Docs | Legal Docs | Other Docs |

⚠ To avoid your file being rejected, your documents must be legible.

Other Document(s)

Please upload all other documents below.

Highlighted selection indicates your current page location.

Click here to upload
ALL OTHER DOCUMENTS GO HERE

Click here to upload **GUARDIANSHIP** documents. If you attach an incorrect file you can remove the file by clicking the remove button. This is **NOT** a required entry.

Previous Step

Complete Transaction

Click here to **COMPLETE** your New Broker Transaction.

Screen 13

Directs you back to Main Menu.

⊕ MAIN MENU

WELCOME, SNICKFISH COMMUNITY

Click here to logout | Update Account

Broker Transaction Completed

Succesfully Completed   Your transaction & documents were entered succesfully and have been submitted for review.

CONTROL NUMBER	DATE CREATED	TRANSACTION STATUS	STATUS DATE
seldtx5hm0	12/09/2015	Submitted Documents	12/09/2015

Snickfish application will auto assign a control number for each transaction.

Indicates the date your file was created.

Indicates that your documents have been accepted by Snickfish and will be reviewed within 24-48 hours.

This is the last date your transaction status was modified.