



MARKETPLACE MANAGEMENT

Request for Disclosure Form Questionnaire– How to Pay the \$150 Processing Fee

Marketplace Management charges a \$150 disclosure processing fee for each address on the market. Once payment is received, please forward the email payment confirmation to us along with the property address and the email address to send the disclosure information and documents. We will make every effort to have the information emailed to you within 48 hours on business days after receiving payment. Thank you!

Marketplace Management provides 3 payment options for paying the \$150 fee:

Option 1: Check/Money Order made out to & mailed to:
Marketplace Management, Inc.
129 Hedin Avenue
Red Wing, MN 55066

Option 2: VISA, MasterCard, Discover or American Express Credit Card. There is a \$14.95 charge on the amount you are paying by credit or debit card each time online (Steps shown below). *Please note: this charge will show up on your bill as payment to Mutual of Omaha Bank.

Option 3: E-check is another online option, however there is no charge. (Steps below)

1. Go to <https://cabpayments.mutualofomahabank.com/> to make Credit Card or payment from your checking or savings bank account
2. *Click* on “to make a One-Time payment”. No log in is needed.
3. After completing your information, it will ask if you want to use a Bank Account or Credit Card.
4. You will need to enter this underlined information below in order to get your payment applied to our account correctly:

Mgmt Co. ID - 6082

Association ID – MGMT

Property Account - 102200010

Please forward your payment confirmation email to lindsay@marketplacemgmt.com along with what property address you are requesting the CIC Resale Disclosure so we know where to email the information. Thank you!

Marketplace Management, Inc.

129 Hedin Avenue
Red Wing, MN 55066
Phone 651-639-0821
Fax 651-639-0218

Email: lindsay@marketplacemgmt.com



MARKETPLACE
MANAGEMENT