

Welcome: Cathi
Hegg Realtors
Call Us: (877) 977-4949

Home Warranty | My Contracts | Add Contract | User Info | Logout

Select a menu option above to begin

Powered by Home One Warranty (Version 3.121515-A) HOME ONE

This is the Main Screen
From this screen you will be able to view your contracts add a contract, convert a listing coverage to a closing contract, also attach a home inspection to the contract.

Home Warranty

Add a new LISTING contract

Home Warranty | My Contracts | Add Contract | User Info | Logout

Search

Save Contract

You must save contract after entering or making any changes for the information to be saved

Date Created: Jan 13, 2016 02:36 PM Contract Number: Services Verification Received

Contract Type: Listing Closing This contract can be converted to closing contract by selecting closing

Listing Date:

Seller
Name:
Address:
Zip:
City:
State:
Email:
Home Phone:
Business Phone:
Cell Phone:

Property Location
Address:
Zip:
City:
State:

Same Property Address

1. Select Add Contract
2. Input Seller Name
3. Address
4. Zip (should auto populate the city)
5. Email Address
6. Phone Number

Home Warranty

Date Created: Jan 13, 2016 02:36 PM Contract Number: Services Verification Received

Contract Type: Listing Closing This contract can be converted to closing contract by selecting closing

Listing Date:

Seller

Name:

Address:

Zip:

City:

State:

Email:

Home Phone:

Business Phone:

Cell Phone:

Same Property Address

Property Location


Address:

Zip:

City:

State:

If the covered property address is the "Same Property Address" as the mailing address select the box. If not, enter the property address to be covered.



Closing Company

Name:

Email:

Phone:

Fax:

Note:

Coverage Type: ⓘ

Start Date: Expiration Date:

Waive Fee:

Cost

Base Cost:


Additional Coverage	Cost	Delete
<input type="text" value="Seller Extra Cooling Unit"/>	\$0.00	✖
<input type="text" value="Seller Extra Heating Unit"/>		
<input type="text" value="Seller HVAC - No Pre-Inspection Required"/>		
<input type="text" value="Seller HVAC - Pre-Inspection Required"/>		
<input type="text" value="Seller Multi-Unit Extra Unit"/>		

Tax: \$0

Note: this is the area you would put information in that you would like to relay to Home Warranty.

Coverage Type: Select Coverage
Start date: auto populates
Additional Coverage: select ADD additional coverage your seller is requesting (\$60 HVAC coverage, duplex listing coverage, etc.)

Save Contract



Contract Saved

Save Contract
Upload Home Inspection
Pay by Credit Card

You must save contract after entering or making any changes for the information to be saved

Date Created: Jan 13, 2016 12:00 AM Contract Number: H85220-L ←

Contract Type: Listing Closing This contract can be converted to closing contract by selecting closing

Listing Date: 1/13/2016

Seller

Name:

Address:

Zip:

City:

State:

Email:

Home Phone:

Business Phone:

Cell Phone:

Same Property Address

Property Location

Address:

Zip:

City:

State:

After contract is **SAVED** the Contract Number will populate.

Listing registration complete!
 HW office will review your registration, a copy of the invoice will be emailed to the agent and a welcome packet mailed to the seller.

If additional coverage is selected you are able to directly pay for the charges with a credit card.



Add a new CLOSING contract

Home Warranty
My Contracts
Add Contract
User Info
Logout

You must save contract after entering or making any changes for the information to be saved

Date Created: Jan 15, 2016 10:14 AM Contract Number:

Contract Type: Listing Closing ←

Closing Date: 2/19/2016 ←

Buyer

Name:

Address:

Zip:

City:

State:

Email:

Home Phone:

Business Phone:

Cell Phone:

Same Property Address ←

Property Location

Address:

Zip:

City:

State:

1. Select Add Contract
2. Select CLOSING type
3. Enter CLOSING date
4. Input Buyer Name
5. Address
6. Zip (should auto populate the city)
7. Email Address
8. Phone Number

If the covered property address is the "Same Property Address" as the mailing address select the box. If not, enter the property address to be covered.



Closing Company

Name:

Email:

Phone:

Fax:

Note:

IF have comments/notes for this contract include them here!

Coverage Type: 1 Year Home Protection Plan 2016_17

Start Date: 2/19/2016 Expiration Date: 2/18/2017

Waive Fee:

Coverages Already Added

Coverage Area Name	Price Sold
	0.00

Cost

Base Cost: \$480.00

Additional Coverage	Cost	Delete
2nd Air Exchanger	\$0.00	<input type="checkbox"/>
2nd Cooling Unit	480.00	<input type="checkbox"/>
2nd Heating Unit		
3rd Air Exchanger		
3rd Cooling Unit		
3rd Heating Unit		
4th Cooling Unit		
4th Heating Unit		
5th Cooling Unit		
5th Heating Unit		
6th Cooling Unit		
6th Heating Unit		
Agent Discount (30)		
Agent Discount (75)		
APP Water Softener		

Closing Company – Search for the company with the magnifying glass – input partial name/city

Note: Anything you want the HW office to be aware of for this contract.

Coverage Type: defaults to the current 1 year protection plan

Start date defaults to the closing date

Waive Fee – need to select is you want to deduct the \$75 sign rental fee or services verification fee from the cost of the coverage (after it's reviewed by the HW office)

Additional Coverage
Add Item, select the additional coverage for this contract.

Home Warranty.

Start Date: 2/19/2016 Expiration Date: 2/18/2017

Waive Fee:

Coverages Already Added

Coverage Area Name	Price Sold
	0.00

Cost

Base Cost: \$480.00

Additional Coverage	Cost	Delete
2nd Cooling Unit	\$60.00	<input type="checkbox"/>
Total: 540.00		<input type="checkbox"/>

Tax: \$0.00

No Attachments Uploaded

Fee Not Paid

Pay Pending (\$540.00)

Save Contract Services Verification Upload Home Inspection Pay by Credit Card

Save Contract

HW office will review your registration, a copy of the invoice will be emailed to the agent and closing company (if applicable).

Home Warranty.

Attaching a HOME INSPECTION to the contract

Save Contract
Services Verification
Upload Home Inspection
Pay by Credit Card

You must save contract after entering or making any changes for the information to be saved

Date Created: Jan 29, 2016 12:00 AM Contract Number: **H85267-C** Services Verification Received

Contract Type: Listing

Closing Date: 2/19/2016

Buyer

Name: Rex Ryan

Address: 144 Jets Drive

Zip: 47165

City: Peñon

State: IN

Email: _____

Home Phone: _____

Business Phone: _____

Tax: \$0.00

Uploaded Date Uploaded By Document Type Document Description File Name


Jan 23, 2016 Terms Inspection Inspection Uploaded by Agent: 021 Call Done, Freday, 011 42502.pdf

Payments Pending (\$405.00)

Select Upload Home Inspection

Upload the inspection report

SAVE the contract you will then notice there is an attachment uploaded



View My Contracts

Home Warranty
My Contracts
Add Contract
User Info
Logout

Search

Contract Number:

Property Address:

Status: Draft

Start Date From: 2/1/2015

Name:

Property City:

Contract Type: Draft

Start Date To: 2/1/2099

Property State: IN

Search

Last 10 Contracts

Begin Date	Status	Fee Paid Date	Customer Paid	Name	Edit
Jan 29, 2016	Draft		0	Bo Keight 1240 Dixon Drive Carbondale, KS 66414	H85209-C
Jan 29, 2016	Draft		0	Joe Clark 4424 Shermansdale Sioux Falls, SD 57110	H85203-C
Jan 22, 2016	Active		405	Katy Perry 4454 Osborn Circle Sioux Falls, SD 57104	H85208-C
Jan 15, 2016	Draft		0	Carrle Underwood 142 W Locust Ave Enterprise, KS 67441	H85207-C
Jan 13, 2016	Draft		0	Strawberry Shortcake 114 Biscuit Drive Sioux Falls, SD 57104	H85220-L
Jan 6, 2016	Draft		0	Jeri Springster 114 Kolon Drive Huntington, WV 25701	H85204-C


My Contracts:
Lists the last 10 contracts

You can narrow the search by name/property address/city/date range/etc.

Draft Status = ordered, has not been reviewed/approved by HW office, can still change/update contract.

Closing Pending Status = closing has not happened yet, or payment has not been received. Update/changes to contract still possible.

Active Status = this contract is current. Warranty documents have been sent to the seller (listing) or buyer (closing) Any updates/changes need to go through the HW office.



Completing a SERVICE VERIFICATION form

Save Contract
Services Verification
Upload Home Inspection
Pay by Credit Card

You must save contract after entering or making any changes for the information to be saved

Date Created: Jan 29, 2016 12:00 AM Contract Number: H85267-C Services Verification Received

Contract Type: Listing Closing

Closing Date: 2/19/2016

Buyer

Name: Rex Ryan

Address: 144 Jets Drive

Zip: 47185

City: Pekin

State: IN

Email:

Home Phone:

Business Phone:

Services Verification


Date Inspected: 1/29/2016

Equipment Information	Brand
Furnace Brand:	Trane
Furnace Pre-Existing Conditions:	None
Air Conditioner Brand:	Hill
A/C Pre-Existing Conditions:	unable to test
Water Heater Brand:	Ruud
Water Heater Pre-Existing Conditions:	works
More than one A/C or Furnace:	no

Select Services Verification

Complete the required information

SAVE the information



Convert a LISTING coverage to a CLOSING contract

Save Contract
Upload Home Inspection
Print Contract
Send Email/Invoice
Pay by Credit Card

You must save contract after entering or making any changes for the information to be saved

Date Created: Jan 29, 2016 12:00 AM Contract Number: H85266-L

Contract Type: Listing Closing

This contract can be converted to closing contract by selecting closing

Listing Date: 1/29/2016

Seller

Name: Gidget Davis

Address: 147 14th Avenue

Zip: 476

City: Boon

State: IN

Email:

Home Phone:

Business Phone:

Cell Phone:

Property Location

Address: 147 14th Avenue

Contract Number: H85266-L


Property Address 1: [blank]

Property City: [blank]

Property State: [blank]

Locate the Listing Contract
Select Edit

Once in the contract, change CONTRACT TYPE to closing (you will then see the message: Coverage reset. Need to select a coverage)



Contract Type: Listing Closing This contract can be converted to closing contract by selecting closing

Closing Date: 1/29/2016

Buyer
 Name: _____
 Address: 147 14th Avenue
 Zip: 47601
 City: Boonville
 State: IN
 Email: _____
 Home Phone: _____
 Business Phone: _____
 Cell Phone: _____
 Same Property Address

Property Location
 Address: 147 14th Avenue
 Zip: 47601
 City: Boonville
 State: IN

After converting to closing
 Enter:
 CLOSING DATE
 BUYER NAME
 BUYER EMAIL ADDRESS
 BUYER PHONE NUMBER

Please enter the buyer has a different mailing address (PO Box, etc) If its the same mailing address as the covered address, click the box.

Your Agency: Seller Agency

Closing Company
 Name: _____
 Email: _____
 Phone: _____
 Fax: _____
 Note: _____

Coverage Type: 1 Year Home Protection Plan 2016_17
 Start Date: 1/29/2016 Expiration Date: 1/28/2017
 Waive Fee: Waived fee will be reflected in final invoice

Additional Coverage	Cost	Delete
2nd Air Exchanger	0.00	
2nd Cooling Unit	480.00	
2nd Heating Unit		
3rd Air Exchanger		
3rd Cooling Unit		
3rd Heating Unit		
4th Air Exchanger		
4th Cooling Unit		
4th Heating Unit		
5th Air Exchanger		
5th Cooling Unit		
5th Heating Unit		
6th Air Exchanger		
6th Cooling Unit		
6th Heating Unit		
Buyer Premium Upgrade		
Extra Bulk-in or Over the Range Microwave		

Closing Company – Search for the company with the magnifying glass – input partial name/city

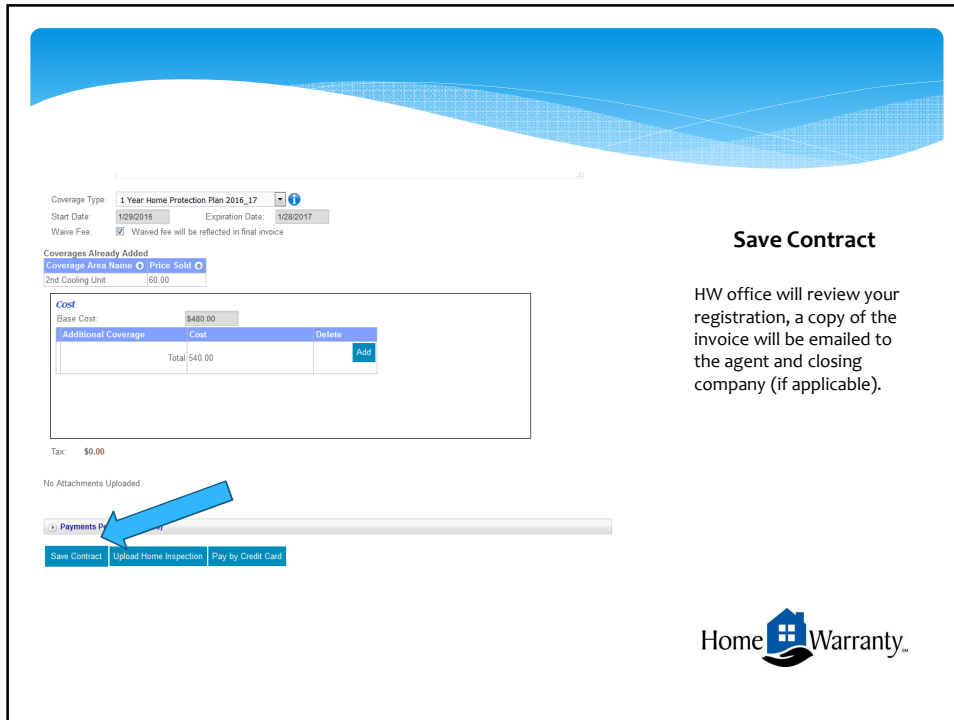
Note: Anything you want the HW office to be aware of for this contract.

Coverage Type: defaults to the current 1 year protection plan

Start date defaults to the closing date

Waive Fee – need to select is you want to deduct the \$75 sign rental fee or services verification fee from the cost of the coverage (after it's reviewed by the HW office)

Additional Coverage
 Add Item, select the additional coverage for this contract.



Coverage Type: 1 Year Home Protection Plan 2016_17

Start Date: 1/28/2016 Expiration Date: 1/28/2017

Waive Fee: Waived fee will be reflected in final invoice

Coverages Already Added

Coverage Area Name	Price	Sort
2nd Cooling Unit	60.00	

Cost: \$480.00

Additional Coverage	Cost	Delete
	Total: 540.00	Add

Tax: \$0.00



No Attachments Uploaded

Payments P

Save Contract Upload Home Inspection Pay by Credit Card

Save Contract

HW office will review your registration, a copy of the invoice will be emailed to the agent and closing company (if applicable).



Home WarrantySM

If you have any questions please feel free to:

CALL: 877-977-4949 or your local sales representative

EMAIL: info@homewarrantyinc.com