



HOW TO:

Place an HSASM Home Warranty on a Property

- 1 Complete the home warranty application.**
 - If you are representing the seller, please complete the HVAC waiver form.
- 2 Visit own.onlinehsa.com or call 800.367.1448. You will be asked to provide the following:**
 - Your information and your office name, address and phone number
 - Your client's name, mailing address, phone number and email
 - The property address, including city, state and zip
 - The type of coverage you would like from HSA, including additional options
 - Email address for warranty order confirmation
 - The name and email of the person on the other side of the transaction, if you know it
- 3 If you didn't have the buyer/closing information at the time of placing the order, call us back or visit own.onlinehsa.com and provide the following:**
 - Confirmation number or property address
 - Buyer's name, email address and phone number
 - Closing date
 - Closing company information, phone, and attorney's address
- 4 Please make sure the home warranty is paid for at closing.**
 - By Mail:**
 - Checks should be made payable to HSA Home Warranty and mailed to **P.O. Box 2803, Memphis, TN 38101-2803**
 - Electronically:**
 - Visit own.onlinehsa.com and select **"Make Payment"** under the applicable contract

Please Note: If you are representing the buyer, then we will need all of step 1 and step 2 up front.

To enter a home warranty, visit
own.onlinehsa.com or call **800.367.1448**.

For questions or more information, please
contact your local Account Executive.

