



## Selling Your Home in Landmark Mews

Following is a step-by-step list of what a Seller/Homeowner must do to sell their property in Landmark Mews. Some of this information also needs to be passed onto the Buyer.

- ❑ **FINAL COVENANTS INSPECTION:** Contact the Covenants Committee Chairperson, Loren Sciorba, [covenants@landmarkmews.com](mailto:covenants@landmarkmews.com), to ensure that your property has had an inspection and that there are no outstanding issues remaining on your home.
  
- ❑ **LANDMARK MEWS COMMUNITY ASSOCIATION (“LMCA”) RESALE DISCLOSURE DOCUMENTATION:** A Buyer’s Package must be provided to the new homeowner, and this is the Seller’s responsibility. The package contains the Bylaws, Covenants’ Declarations, LMCA’s Articles of Incorporation, and financial reports. This Buyer’s Package, also known as the **Property Owners’ Association Disclosure Packet** per the Commonwealth of Virginia, provides a detailed list of what must be included, which SCS will compile on the Seller’s behalf.
  
- ❑ **Select Community Services (“SCS”)** is LMCA’s Financial Management company and handles all homeowner resale disclosure documentation requests. Please click [here](#) to order your document(s). See **Attachment 1** for a screen shot of the login screen and list of documents available for purchase.
  - Regular Service takes 8 – 14 calendar days
  - Regular Cost: \$264.08
  
  - Expedited Service takes 24 – 40 business hours
  - Expedited Cost: \$264.08 + \$58.69 = \$322.77
  - Shipping and handling is based on selected courier cost (e.g., FedEx, UPS, etc.)

- ❑ If you need assistance registering or navigating through the website, please call our customer service department at **(800) 995-0682**.
- ❑ **MONTHLY DUES.** Since LMCA is financially managed by SCS in Chantilly, the Seller must make the Buyer aware that the monthly dues of \$165.00 will be due as soon as the closing process is complete. Ensure that you provide SCS's contact information to your Buyer.

Their address is:

Landmark Mews Community Association

c/o SCS

P.O. Box 221350

Chantilly, VA 20153

Phone: (703) 631-2003

Ask for a representative who manages the Landmark Mews account. SCS can provide the new homeowner with payment options that include Direct Debit, credit card payments (additional fees may apply), and checks.

- ❑ **NEW RESIDENT INFORMATION:** Ask your Buyer to provide their name, e-mail address, and mobile phone number to the LMCA Secretary, [secretary@landmarkmews.com](mailto:secretary@landmarkmews.com), so that they can be included in the LMCA Residents Directory and receive community announcements. The secretary will send them a Welcome Email with information for new residents. Once they move in, new residents will be greeted by the Property Manager, Roger Casalengo, with a Welcome Basket and Packet that contains pertinent community information.

Should you have additional questions, please contact Maria Santos at [secretary@landmarkmews.com](mailto:secretary@landmarkmews.com) and she can forward your query to the appropriate person.

# ATTACHMENT 1

The screenshot shows a web browser window displaying the Community Archives website. The address bar shows the URL: <https://x2.communityarchives.com/Login.aspx?ServiceProv>. The page title is "Select Community Services, LLC".

The main content area features a "Registration" section with the heading "New User? Select a type below". It contains two options:

- First time user?** (highlighted in green): "Please click [here to register](#). (No Registration Fee Required)"
- Company already registered?**: "Click [here to login with a Company Code and Password](#)"

To the right is a "Sign-In" section with the heading "If you are a current user login below". It includes a form with fields for "Email / Username:" and "Password:", a "Remember Me" checkbox, a "Log In" button, and a link for "Forgot Your Password?".

Below the registration and sign-in options, there is a disclaimer: "If you work for a company that allows different users to place orders (e.g. Title Company, Lending Institution, Real Estate Agency, Law Firm), we recommend following the instructions for registering all users under a single company. This will give your company administrator and other authorized users access to all orders placed by anyone at your company. Please refer to the [Registration Instructions](#) for additional details about Company Registration."

At the bottom of the page, there is a footer with the text: "© 2012 Community Archives | [Terms of Use](#) | [Contact Us](#) | [FAQ](#) | [Site Map](#)".

Please make sure you order the correct documents. Below is a list of available packages.

## Products

Select Community Services, LLC

Landmark Mews HOA

### Select a product to order



#### Appraisal Report (VA)

Provides an overview of amenities, structures, parking and other information desired by appraisers.

Order Now >

[Preview Sample](#)



#### Realtor Report (VA)

Provides the information desired by Real Estate professionals who are listing a property.

Order Now >

[Preview Sample](#)



#### Occupancy Report (VA)

Provides a current report regarding the percentage of unit/homes in which owners have secondary addresses.

Order Now >

[Preview Sample](#)



#### Governing Documents (NEW) (VA)

Included in the Resale Disclosure Package. Documents include Articles of Incorporation, Association Bylaws, Covenants, Conditions & Restrictions, applicable design standards, and rules & regulations.

Order Now >