

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 of your home.

- ❑ **FINAL COVENANTS INSPECTION:** Contact the Covenants Committee Chairperson, Loren Sciorba, 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.
 - Click [here](#) to order your document(s). This will take you to a login screen (see **Attachment 1** which a screenshot of the login screen and list of documents is available for purchase).
 - Complete the registration form and select “Seller” as the Registration Type.
 - Select the type/s of documents you would like to request to sell your home. Your real estate agent should be able to tell you what to order, or they can do this on your behalf and register separately.
 - Below are the estimated delivery schedules and associated costs.

REGULAR SERVICE

- Regular Service takes 8 – 14 calendar days
- Regular Cost: \$264.08

EXPEDITED SERVICE

- 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 Community Archives Customer Service department at **1.800.995.0682**.

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, 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 receive a Welcome Packet that contains pertinent community information.

Should you have additional questions, please contact Maria Santos at 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 browser's address bar also shows "Identified by Entrust" and "Community Archives | Associe". The browser's menu bar includes "Edit", "View", "Favorites", "Tools", and "Help". The browser's toolbar includes "Suggested Sites", "Home - Optimal Outsour...", "ADP TimeSaver", "Strongroom", "PPBI", "Associa", "Citrix XenApp - Logon", "Google", "Members-Only Content", "Community Archives", and "Web Slice Gallery".

The website header features the "Community ARCHIVES" logo. Below the logo, the page title is "Select Community Services, LLC". To the right of the title are links for "Products", "FAQ", and "Contact Us".

The main content area contains a paragraph of text: "Select Community Services, LLC is proud to announce the launch of our new automated information processing service. This service will include resale transaction processing, completion of lender/mortgage questionnaires, property inspection requests, realtor fact sheets, appraiser information and more. This new service significantly reduces response time and increases accuracy, while allowing the user to have complete and easily retrievable transaction histories. This service was created as an alternative to acquiring information at the Association office. The only tool needed to use this new service is access to the Internet. After registering as a user, orders can be requested and completed without the need for numerous faxes, phone calls, and/or follow up. If you need assistance registering or navigating through the website, please call our customer service department at (800) 995-0682."

Below the text are two main sections: "Registration" and "Sign-In".

The "Registration" section is titled "New User? Select a type below" and contains two options:

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

The "Sign-In" section is titled "If you are a current user login below" and contains a form with the following fields and buttons:

- Email / Username:** [Text Input Field]
- Password:** [Text Input Field]
- Remember Me.
- Log In** [Button]
- [Forgot Your Password?](#)


Below the registration and sign-in sections is a paragraph of text: "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."

Below the text is another paragraph: "Please contact Community Archives Customer Service at 1.800.995.0682, if you have any questions about registration or if you require assistance with this website."

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

The Windows taskbar at the bottom of the screenshot shows various application icons, including Internet Explorer, Outlook, Word, and others. The system tray in the bottom right corner shows the time as 1:17 PM on 6/22/2015.

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

Shopping Orders Account Help Logout

Welcome mmsantos15@gmail.com

Products

Select Community Services, LLC

Landmark Mews HOA

Select a product to order

	Resale Certificate Disclosure - EMAIL ONLY (VA) Package includes Virginia Resale Disclosure Statement, Covenants Compliance Inspection, Governing Documents, Budget, Meeting Minutes, Annual Financials/Audit, Reserve Study and Insurance Certificate.	Order Now > Preview Sample
	Resale Certificate Disclosure - HARDCOPY (VA) Package includes Virginia Resale Disclosure Statement, Covenants Compliance Inspection, Governing Documents, Budget, Meeting Minutes, Annual Financials/Audit, Reserve Study and Insurance Certificate.	Order Now > Preview Sample
	Resale Certificate Disclosure Update (VA) You must have original order number from the Resale Certificate Disclosure. This package includes an updated Resale Disclosure Statement, Budget, Annual Financials/Audit, Reserve Study and Insurance Certificate. A Covenants Compliance Inspection may also be added for an additional fee.	Order Now > Preview Sample
	Lender/Mortgage Questionnaire (VA) To be ordered by banks, lending institutions, mortgage companies and others desiring information for a loan. Includes lender questionnaire, insurance certification information and budget.	Order Now > Preview Sample
	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 >