



Hallmark Woods Property Owners Association (HWPOA)

P.O. Box 3149

Crofton, MD 21114

Questions have been raised concerning the process of home sales in Hallmark Woods. The below is provided to clarify the issue.

HWPOA Process for Home Sales in Hallmark Woods

1. When a homeowner decides to place their home for sale, it would be appreciated that an email be sent to the HWPOA email (hwpoaboard@gmail.com) advising of the real estate firm that will be handling the sale. This will facilitate the process of the Board providing the Realty/Title Company, the required documents for your sale. Additionally, it will allow us to advise you of any communication with the realty/title company. Our goal is to provide any and all documents to your agents to speed up the process and ensure that the HWPOA makes the process easier and quicker for you.

2. Once your home has a for sale sign, an email will be forwarded to the realty firm. The email will confirm the HWPOA dues amount or advise of the requirement. Additionally, to assist in the closing process the status of the annual dues will be provided.

3. During the home sale process the Realty/Title company requests the HWPOA documentation. We provide these documents with a Welcome to Hallmark Woods package. We ask that the present homeowners ensure at closing that these documents especially the Welcome to Hallmark Woods package be provided to the new homeowners.

4. Prior to closing the Title company will request from the HWPOA board a signed statement of dues status sometimes called a resale certificate.

5. If any outstanding dues are existing the Title company will provide the HWPOA these funds directly as part of the closing process.

HWPOA Board