

COMMUNITY ARCHIVES

To place an order for any of the products (Resale Package, Lender Questionnaire, Financial Statement etc.) for sale or refinance please access –

www.cmc-management.com or www.scs-management.com depending on the management company that manages your association.

CLICK ON THE DROPDOWN “HOMEOWNER RESOURCES” AND THEN CHOSE “ORDER RESALE DOCUMENTS”

“COMMUNITY MANAGEMENT CORPORATION (VA)” or “SELECT COMMUNITY SERVICE, LLC”

this will direct you to Community Archives.

You will need to register with Community Archives if you are a first-time user - if you have any difficulties placing the order and/or navigating through the website please contact Community Archives Customer Service at 1-800-995-0682.

Keep in mind when you register your title drives the products affiliated with your title.

Resale Packages:

If your address belongs to a Master and Sub-Association that CMC/SCS manages, an order needs to be placed for both Associations.

If this is for a resale for Virginia order Resale Disclosure Certificate (VA)

If this is for a resale for Maryland order Resale Disclosure Package (MD)

All other please order Resale Disclosure Package

Lender Questionnaire:

If you require a custom form be sure to select the custom form option when placing the order and once you have received your email confirmation with an order # then e-mail your custom form to customforms@communityarchives.com

Please be sure to reference your order # when submitting your custom form.

If you live in a Master and Sub-Association the Lender Questionnaire is normally needed for the sub not the master.

Financial Updates/Statement of Accounts:

These are ordered by settlement/title companies to make to make sure the correct amounts are collected at closing....