



# Closing Checklist

# TWP-A21855

**September 13, 2024**

TO: jay@jayedwardsauction.com

RE: Important Information

Attached, please find the Expedited Rush MD Resale Disclosure Package you recently requested from Tidewater Property Management, Inc. which was supplied on behalf of the Association. It is important that you review these documents carefully and follow all instructions.

To ensure a quick and efficient transfer of ownership in our systems, please return the following items immediately upon completion of settlement:

- |   |
|---|
| <ol style="list-style-type: none"> <li>1. Copy of the HUD/Settlement Sheet</li> <li>2. Amounts collected as per the Fee Schedule (association fees should be made payable to the Association.)</li> <li>3. Transfer fees collected and payable to Tidewater Property Management, Inc.</li> <li>4. New Owner Contact form (provided in the package ordered) which includes their phone number, alternate mailing address (if applicable) and email address.</li> <li>5. Any community specific forms (i.e. age verification, move in/move out, etc.).</li> </ol> |
|---|

Once in the system, a Welcome Letter with important information will be sent which will include instructions for accessing your account and association information on Tidewaters website. Owners are encouraged to confirm the payment methods available to them by way of the owner portal and/or contacting Tidewater's office.

**CREDITS:** Any credit on an account at the time of sale will be transferred to the buyer account. Be sure to update the HUD accordingly.

**FORECLOSURES:** Sheriff sale certificate is required. All foreclosure sales need to be verified through legal for unbilled fees. This may take an extra day on the turn-around time given. Always be sure to contact accounting at [accountingservices@tidewaterproperty.com](mailto:accountingservices@tidewaterproperty.com) for final numbers before a closing takes place.

**Return to:**

Tidewater Property Management, Inc.  
3600 Crondall Lane Suite 100  
Owings Mills, MD 21117

Until we receive a Hud/Settlement Sheet, no information regarding the Association will be sent since we have no legal confirmation of a new owner of record. The HUD/Settlement Sheet provides that confirmation.

I acknowledge that I've read the instructions and included all applicable documents.

\_\_\_\_\_  
Closing Agent Signature

Printed Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_



---

# Closing Checklist

# TWP-A21855

Thank you in advance for your cooperation!  
Tidewater Property Management, Inc.



# Disclosure for Maryland Resale **TWP-A21855**

Silver Hill Farm Homeowners Association, Inc.  
This certificate has been prepared on 9/13/24  
on behalf of Estate of Mary Anne Czyz owner(s) of  
4475 Cole Farm Road , Baltimore, MD 21236.  
Purchasers are Jay Edwards & Jay Edwards.

This disclosure statement is provided pursuant to **Section 11B-106(B)** of the Maryland Homeowners Association Act. Upon written request by the purchaser, the seller is to provide the statement to the purchaser. The association is not required to deliver this packet to the purchaser.

This Certificate is valid for 90 days from the date of issuance.

Any owner, either as seller or purchaser, should carefully review this Certificate of HOA Resale and all attached documents. Please consult with your real estate agent or attorney pertaining to any specific questions or concerns.

Please note: A Payoff Request should be ordered prior to closing to receive the most recent amounts due on the owner's account.

1. Subject lot is located within Silver Hill Farm Homeowners Association, Inc..
2. The current fees or assessments imposed by the Homeowners Association are:

Semi Annual Assessment:           \$106.00 due Semi-Annually on the 0th day of the payment period.

Unit Owner Fees:                    Transfer Fee \$165.00 Payable at Close to Tidewater Property Management

Late Fee:                               \$15.00 will be attached to any assessment received day(s) after due date

Is there a special assessment for this association?

**None noted at this time.**

Are any of the fees, assessments or other charges against the lot delinquent, or is a credit due?

**Need to contact the collections attorney for pay off.**

**Attorney:  
Nagle & Zaller  
410-740-8100.**

3. Tidewater Property Management, Inc. is the managing agent and is authorized by the Homeowners Association to provide members of the public information regarding the Homeowners Association and the development.

Managing Agent:                    Tidewater Property Management, Inc.  
Address:                               3600 Crondall Lane Suite 100  
City, State, Zip:                    Owings Mills, MD 21117  
Telephone:                           (800) 761-5977  
Fax:                                     (443) 548-0196



Tidewater Property Management, Inc.  
3600 Crondall Ln Ste 100  
Owings Mills, MD 21117-2233  
(800) 761-5977

---

# Disclosure for Maryland Resale      TWP-A21855

4(i). A statement as to whether the owner has actual knowledge of the existence of any unsatisfied judgments or pending lawsuits against the Homeowners Association:

**There is no pending litigation for which the Association is named a party.**

4(ii). A statement as to whether the owner has actual knowledge of any pending claims, covenant violations, actions or notices of default against the lot:

**There are no written notices of violation of the governing documents for this address in our files as of this date. This does not mean that there are no violations, and it does not prevent action by the association for anything that may exist that is a violation of the attached governing documents of the association.**

5. Include a copy of the bylaws, rules, regulations, articles of incorporation, declaration, and all recorded covenants and restrictions.

**Please see attached documents.**

This disclosure packet was prepared by Tidewater Property Management, Inc. on 9/13/24.  
This Certificate is valid for 90 days from the date of issuance.

Please note: A Payoff Request should be ordered prior to closing to receive the most recent amounts due on the owner's account.



## ***Seller and Purchaser Contact Form***

Please complete this form, and remit with the settlement documents and any fees collected to:

**Tidewater Property Management, Inc  
C/o Settlement Processing Department  
3600 Crondall Lane, Suite 100  
Owings Mills, MD 21117**

Community Name: \_\_\_\_\_

Sold Property Address: \_\_\_\_\_

### *Seller's Contact Information*

Seller's Forwarding Address:

\_\_\_\_\_  
\_\_\_\_\_

Seller's Phone Number:

\_\_\_\_\_

Seller's Email Address:

\_\_\_\_\_

### *Purchaser's Contact Information*

Is the Purchaser's mailing address now the property address?

**Yes or No**

If No, Provide Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Purchaser's Phone Number:

\_\_\_\_\_

Purchaser's Email Address:

\_\_\_\_\_