

**Crown Point Home Owners Association**  
Sales Process and Title Company Information  
Effective 02 February 2023 and supersedes all previous versions

We always hate to see members leave but to make it easier we have put together this little guide.

1. Make sure your assessments and taxes are up to date.
2. Bring your property into compliance if you have any maintenance issues that represent violations of the DCCR that you have received notice of.
3. Give your title company this web page to make their job easier.

**Title Companies**

Please send an email to [Support@wdhoa.com](mailto:Support@wdhoa.com) and request a HOA Resale Certificate. In your request please include:

1. Community Name
2. Current owners name
3. Community Address of Home
4. Buyer's name and address, phone number, Email address
5. Estimated date of closing.

Please insure you include the email address you want the certificate returned to in the body of the text as well. The certificate will be issued for no cost in less than 10 working days.

For those requiring faster service 2 working day turnaround is available for \$225.00.

Maintenance fees, fines, and HOA liens (if any) are payable to Crown Point Home Owners Association, Inc.

The Transfer fee is payable to WDHOA Association Management, LLC.

**Initial Purchase from Builder**

The initial transfer from the Builder to the initial owner is \$150.00 in addition to any outstanding Association maintenance fees which are often pro-rated. This fee should be in the form of 2 Checks.

**Each Subsequent Transfer**

For transfers from the original buyer and each subsequent owner to a new owner regardless of if they own other properties in the community the Document and set up fee is \$350.00 in addition to any outstanding Association maintenance fees, liens, and outstanding fines (if any).

Refinance processing fees are \$350.000.

Please ensure you download and deliver to the buyers the welcome letter to new owners from the HOA website at [www.wdhoa.com](http://www.wdhoa.com) and provide owners with the link.