

Virginia Property Owners' Disclosure Request Form

Please furnish the Disclosure Packet on the below mentioned property pursuant to the Virginia Property Owners' Association Act.

I understand that there is a charge for furnishing this information.

SECTION I (Owner's Information)

1. Property Address (Please Print): _____
2. Owner's Name (Please Print): _____
3. Owner's Address (If Different): _____
4. Owner's Phone Number (Home): _____ (Cell): _____
5. Owner's E-Mail Address: _____

SECTION II (Realtor's Information)

1. Name of Real Estate Agent: _____
2. Agent's Address: _____
3. Agent's Phone Number (Work): _____ (Cell): _____
4. Agent's E-Mail Address: _____

SECTION III (Settlement Information)

1. Name of Title Company or Closing Agent: _____
2. Title Company or Closing Agent's Address: _____
3. Title Company or Closing Agent's Phone Number: _____

SECTION IV (Proprietary Office Information)

Please describe how you would like to receive your Disclosure Packet:

1. **Hard Copy:** _____
When Hard Copy Disclosure Packet is ready to be picked-up, please contact:
Owner: _____ Real Estate Agent: _____ c. Other: _____
2. **Electronically:** _____ (E-Mail Address): _____

Return the completed Virginia Property Owners' Disclosure Request Form to:

Mail: 6 Pidgeon Hill Dr. #120, Sterling, VA 20165

E-mail: lorettad.cside@pmpbiz.com

Fax: (703)430-8094



Fee Schedule

As of January 1, 2017

Single Family Home, Townhome, or Manor Home

Please indicate choice by checking either Delivery by Electronic means or Paper Hard Copy. **Add** Rush Fee if needed within 5 business days.

Regular Fee Electronic Delivery:	\$225.00	<input type="checkbox"/>	Within 7 - 14 days of request
Regular Fee Hard Copy:	\$250.00	<input type="checkbox"/>	Within 7 - 14 days of request
Rush Fee:	\$25.00	<input type="checkbox"/>	Within 5 business days of request

Villas of CountrySide (Westwick Court Only)

Please indicate choice by checking either Regular Fee or Rush Fee. Applies to electronic delivery or Paper Hard Copy.

Regular Fee:	\$50.00	<input type="checkbox"/>	Within 7 - 14 days of request
Rush Fee:	\$75.00	<input type="checkbox"/>	Within 5 business days of request

Other Fees & Charges

Post-Closing Fee:	\$50.00	All Applications
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Update Only

Applies to packets issued within the preceding 12-month period, in accordance with the Code of Virginia, Title 55, Chapter 26 Property Owners' Act. If a Disclosure Packet was issued beyond 12 months, a new Disclosure Packet is required.

Update Fee:	\$50.00	<input type="checkbox"/>
Update Fee with Property Inspection:	\$150.00	<input type="checkbox"/>

This signature certifies that I /we agree to pay all imposed fees for the preparation of the Virginia Property Owners' Disclosure Packet in effect on date of this request. If settlement does not occur within 60 days of the delivery of the Disclosure Packet, or funds are not collected at settlement and disbursed to the association, all fees, including those costs that would have otherwise been the responsibility of the Purchaser or Settlement Agent, shall be assessed against the lot owner and shall be the personal obligation of the lot owner.

Signature: _____

Seller/Authorized Agent