

## Virginia Property Owners Disclosure Request Form

Please furnish the resale disclosure information 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 (Work): \_\_\_\_\_
5. Owner's Phone Number (Home): \_\_\_\_\_
6. Owner's E-Mail Address: \_\_\_\_\_

### SECTION II (Realtor's Information)

1. Name of Real Estate Agent (Please Print): \_\_\_\_\_
2. Agent's Address (Please Print): \_\_\_\_\_
3. Agent's Phone Number (Work): \_\_\_\_\_ (Home): \_\_\_\_\_
4. Agent's E-Mail Address: \_\_\_\_\_

### SECTION III (Settlement Information)

1. Name of Title Company or Closing Agent: \_\_\_\_\_
2. Address and Phone Number of Title Company or Closing Agent: \_\_\_\_\_  
\_\_\_\_\_

### SECTION IV (Proprietary Office Information, Please check one)

1. Please describe how you would like to receive your Disclosure Packet  
a. Hard Copy \_\_\_\_ b. Electronically\_\_\_\_(E-Mail Address) \_\_\_\_\_
2. When Disclosure Documents are ready, please contact:  
a. Owner\_\_\_\_ b. Real Estate Agent: \_\_\_\_ c. Other \_\_\_\_\_
3. How would you like to pick up your Disclosure Packet  
a. Pick up at the Proprietary Office \_\_\_\_\_ b. E-mail \_\_\_\_\_

Although the requesting party may choose to pay in advance, it cannot be required.

Signature: \_\_\_\_\_  
Seller/Agent for Seller

**This signature certifies that I / we agree to pay all imposed fees for the preparation of the Disclosure Packet in effect on date of this request.**



## **FEE SCHEDULE**

**As of January 1, 2012**

### **Single Family Home, Townhome, or Manor Home - Hard copy or Electronic**

- Regular Fee:**            \$225.00             Within 7-14 days of request
- Rush Fee:**            \$250.00             Within 5 business days of request

Please indicate choice by checking either Regular or Rush above.

### **Villa's of CountrySide (Westwick Court ONLY) - Hard copy or Electronic**

- Regular Fee:**            \$50.00             Within 7-14 days of request
- Rush Fee:**            \$75.00             Within 5 business days of request

Please indicate choice by checking either Regular or Rush above.

### **Other Fees & Charges:**

**\$50.00 Post Closing Fee**

### **Update Only:**

Applies to packets issued within the preceding 12 month period, in accordance with Code of Virginia, Title 55, Chapter 26 Property Owners Act.

- Update Fee of \$50.00
- Update Fee with Property Inspection \$150.00

**If a Disclosure packet had been issued beyond 12 months, a new Disclosure Packet is required.**

### **Returning the completed Virginia Property Owners Disclosure Request Form to:**

(all three pages)

E-mail to: [Reception.cside@pmpbiz.com](mailto:Reception.cside@pmpbiz.com)

Fax to: (703)430-8094

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



Effective July 1, 2008, the law has changed in the Commonwealth of Virginia with respect to the production, dissemination and cost of Resale Disclosure Packets. The Purpose of this page is to provide any interested party with the information necessary to request and obtain these mandatory packets.

It is no longer required that a seller pay in advance for Resale Disclosures. Although the requesting party may choose to pay in advance, it cannot be required. The fees associated with the Resale Disclosure are now considered “transaction-based” fees. In other words, although the charge is incurred at the time the Resale Disclosure is ordered, it is not required to be collected until settlement of the transaction. **If settlement does not occur within 45 days of the delivery of the disclosure packet, or funds are not collected at settlement and disbursed to the association, all fees, including those cost 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.**

**In general**, the seller or their authorized agent must request the Resale Disclosure. Under the previous law, the packet was to be delivered to the seller. Under the new law, the packet is to be delivered in accordance with the written instructions of the Seller/or Seller’s Agent, **which may include delivery to the purchaser.**

The new law stipulates that the seller can request the Resale Disclosure in either hard copy or electronic form. If requested in electronic form, the seller may designate up to two recipients at no additional charge. Processing time allowed remains up to 14 days from the date of delivery unless a “rush” is requested, for which additional fees are levied. (See attached fee schedule)

In accordance with the Resale Disclosure Law changes with Commonwealth of Virginia I/We, as Seller or Agent of Seller, agreed to pay the charges as hereby instructed:

- Postpone the payment of the fee until closing/settlement or for 45 days.
- Agree to pay the fee in advance at the time the package is delivered/or picked up.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ by:  
Seller/Seller’s Agent \_\_\_\_\_  
Property Address: \_\_\_\_\_