



FOR SELECT GROUP USE ONLY: DATE OF REQUEST FOR RESALE FORM:

REQUEST FOR RESALE DISCLOSURE PACKAGE

THERE IS A MAXIMUM 14 DAY TURN AROUND TIME

PLEASE TYPE OR PRINT REQUESTED INFORMATION AND FILL THIS FORM OUT COMPLETELY TO EXPEDITE PREPARATION OF DISCLOSURE.

DATE OF REQUEST FOR DISCLOSURE: _____ ANTICIPATED CLOSING DATE: _____

ASSOCIATION: _____

PROPERTY ADDRESS: _____

BUYER: _____ SELLER: _____

BELOW IS THE LIST OF DOCUMENTS WHICH (if applicable) ARE INCLUDED IN YOUR PACKAGE:

- RESALE/DISCLOSURE CERT. - CURRENT BUDGET -BALANCE SHEET (to date)
- AUDITOR'S REPORT - INCOME/EXPENSE -(to date) - DECLARATION/BYLAWS
- ARTICLES OF INC. - RESOLUTIONS/RULES & REGS -RESERVE STUDY
- BOARD MINUTES (past 6 months if available)

NAME OF PERSON REQUESTING THIS PACKAGE TO BE PREPARED? _____
(IF AN AGENT IS REQUESTING THIS PACKAGE, A COPY OF THE LISTING AGREEMENT MUST BE ATTACHED)

REAL ESTATE AGENT'S NAME, OFFICE AND PHONE NUMBER (VM#/OFFICE#): _____

CLOSING ATTORNEY NAME & PHONE NUMBER: _____

IF PACKAGE IS TO BE PICKED UP FROM OUR OFFICE, PLEASE PROVIDE NAME AND PHONE # OR VOICE MAIL # OF THE PERSON PICKING UP PACKAGE (CONTACT PERSON): _____

IF PACKAGE IS TO BE MAILED, PLEASE INDICATE SHIPPING ADDRESS (THERE IS AN ADDITIONAL FEE OF \$20.00 FOR THIS SERVICE) _____

NOTE:

**FEES CHARGED FOR THE PREPARATION AND DELIVERY OF THIS PACKAGE SHALL BE COLLECTED AT CLOSING. IF CLOSING DOES NOT OCCUR WITHIN 90 DAYS FROM DELIVERY OF THIS DISCLOSURE THE ASSOCIATION WILL ASSESS THE APPLICABLE FEES FOR THIS DISCLOSURE AGAINST THE OWNERS ACCOUNT AS AN ASSESSMENT FOR THAT UNIT/HOME.

**FEE CHARGED FOR THE PREPARATION OF THE RESALE DISCLOSURE \$100.00
Note: Residents of Shire, Woodbine & Arabian \$150.00
**ADDITIONAL FEE CHARGED FOR RUSH RESALE DISCLOSURE: \$50.00
**FEE CHARGED FOR A RESALE CERTIFICATE UPDATE OR FINANCIAL UPDATE \$50.00

** UPON COMPLETION OF THE PACKAGE, THE CONTACT PERSON INDICATED ABOVE WILL BE IMMEDIATELY CONTACTED

**PLEASE CALL 486-6000 TO CONFIRM RECEIPT OF YOUR REQUEST.
2224 Virginia Beach Boulevard - Suite 201 - Virginia Beach, Virginia 23454
Phone (757) 486-6000 - Fax (757) 486-6988