

AAA Property Management Company
P.O. Box 2083
Centreville VA 20122
Phone: (703) 815-1915 Fax: (703) 991-7675

For Office Use Only-08/10
Date Received: _____
Date Issued: _____
Date of Delivery _____

RESALE DISCLOSURE DOCUMENTS REQUEST FORM

Association: _____

Property Address: _____

Legal Owner Name(s): _____

Point of Contact: _____

PoC Phone # _____ Legal Owner Phone # _____

HOA DISCLOSURE PACKET OR CONDO RESALE CERTIFICATE

PLEASE "X" ALL THAT APPLY

- \$290.00*** Total cost for the preparation of the disclosure packet in **paper format**, which includes the inspection of the exterior of the dwelling unit and the lot, as authorized in the declaration and as required to prepare.
- \$260.00*** Total cost for the preparation of the disclosure packet in **Electronic Format**, which includes the inspection of the exterior of the dwelling unit and the lot, as authorized in the declaration and as required to prepare.

ADDITIONAL FEES

- PACKAGE UPDATE** **\$50** Follow-up Request occurring within the same 12-month period of first request. Applicable only if document changes occur within that period.
- ADDITIONAL COPY** **\$25** For each copy requested of original document issue.
- RUSH FEE** **\$50** 5 business days.
- RE-INSPECTION** **\$100** Follow-up Request within the same 12-months of the first request.

Settlement Company Name: _____

Settlement Date: _____ Settlement Co. Phone: () _____

Package Requested by: _____ / _____
Printed Name Title

Signature Date

Delivery Request

Pick up at AAA Management 1st Class Certified Mail Email

Address: _____

*an additional copy available upon request

INFORMATION ON CHARGES

If settlement does not occur within 90 days of the delivery of the disclosure packet, or funds are not collected at settlement and disbursed to the association or the common interest community manager, 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 and shall be an assessment against the lot and collectible as any other assessment in accordance with the provisions of the declaration and § 55.516.