



REQUEST FOR (HOA) DISCLOSURE PACKET OR (CONDO) RESALE CERTIFICATE
RESALEDOCS@SEQUOIAMGMT.COM FAX 703-968-0936

IF RECEIVED AFTER 4:00 PM, RECEIPT IS CONSIDERED THE NEXT BUSINESS DAY.

NAME _____ EMAIL _____

ADDRESS OF PROPERTY _____

CELL _____ WORK _____ HOME _____

CHARGES: All fees and costs for the Disclosure Packet/Resale Certificate shall be the personal obligation of the lot owner and shall be an assessment against the Lot/Unit and collectible as any other assessment in accordance with the provisions of the Association's governing documents and Virginia Property Owners Association Act (§55-516) or Virginia Condominium Act (§55-79-84), if not paid at settlement or within sixty (60) days of the delivery of the resale documents, whichever occurs first.

PLEASE CIRCLE HOW YOU WANT THE DOCUMENTS DELIVERED.

HARD COPY \$272.00 (\$163 Governing Documents + \$109 Inspection). May request up to 2 copies
(Delivery: 14 Calendar Days)

ELECTRONIC \$245.00 (\$136 Governing Documents + \$109 Inspection). May include up to 3 emails
(Delivery: 14 Calendar Days)

UPDATE \$163.00. Must be requested within 12 months of original resale documents.
(Delivery: 10 Business Days)

ORIGINAL ISSUE DATE _____ Requested by Seller Buyer

RUSH \$54.00 (Delivery: 5 Business Days)

SECONDARY ASSOCIATION Any community having a Secondary Association, the additional cost is:

HARD COPY \$163.00

ELECTRONIC \$136.00

Other fees:

FEDEX \$20.00 per address

REINSPECTION \$109.00

FINANCIAL UPDATE \$54.00

IF FEDEX DELIVERY, PLEASE PROVIDE SHIPPING ADDRESS

EMAIL DELIVERY

NOTE: You are hereby giving consent to enter the Lot/Unit by the Management Agent for the purpose of conducting a compliance inspection of said Lot/Unit and all improvements located thereon, relative to the Association's governing documents, rules & regulations and architectural guidelines. You also understand that such entry is necessary to determine if the Lot/Unit is in compliance and to make a representation to that effect in this request.

The requests for Disclosure Packets or Resale Certificates are governed by Virginia Statutes.
Virginia Condominium Act Section 55-79.39 thru Section 55-79.101
Virginia Property Owners Association Act Section 55-508 thru 55-516.2

SIGNATURE _____