SEQUOIA MANAGEMENT COMPANY, INC
13998 PARKEAST CIRCLE, CHANTILLY, VA 20151
(703) 803 9641 FAX: (703) 968 0936
WWW.SEQUOIAMANAGEMENT.COM

REVISED.8.1.2013

REQUEST FOR (HOA) DISCLOSURE PACKET or RESALE CERTIFICATE

NOTICE: Please return this completed form: fax (703-968-0936) or email resaledocs@sequoiamgmt.com

CURRENT OWNER'S NAME_____EMAIL_____

CELL (_____) _____ - _____ WORK (_____) _____ - _____ HOME (_____) _____ - _____

REALTOR NAME_____Email_____

CELL (_____) _____ - _____ WORK (_____) _____ - _____ HOME (_____) _____ - _____

FAX (_____) _____ - _____

***Community Name:** _____

***House / Unit No. & Street Name:** _____

CLOSING DATE:_____/_____/_____ ☐ **Foreclosure** ☐ Deed Attached **FAX (**_____**)** _____ **-**_____

All chargeable amounts are to be paid at the time of closing but no later than 45 days from the date of delivery.
PLEASE "X" boxes which apply. If the property is subject to a 2nd HOA and dues, the charge for that 2nd Association will apply.
ALL necessary corrections will be made as processed.

NEW HARDCOPY HOA DOCUMENT REQUEST OR- NEW ELECTRONIC COPY REQUEST

☐ $272.00 Primary HOA ($163 Governing Documents + $109 Inspection)
☐ $163.00 Secondary HOA (Master or Recreation Association) package*
☐ $245.00 Primary HOA ($136 Governing Documents + $109 Inspection)
☐ $136.00 Secondary HOA (Master or Recreation Association) package*

UPDATE ☐ Hard Copy ☐ Electronic: **Must be requested within 12 months. ORIGINAL Issue Date** ___/___/___.

☐ $ 54.00. ☐ Financial only (Disclosure)
☐ $109.00 Exterior Inspection of property.
☐ $163.00 Whole Package with Inspection

OTHER (Shipping is FedEx Standard Overnight – delivery signature required to comply with law – this charge WILL apply if "SHIP TO" is completed.

. ☐ **$**20.00 Shipping 1 package to1 address. ☐ Shipping 2 packages to 1 address
☐ $40.00 Shipping 1 package to each of 2 different addresses (SHIP TO 1 and 2 are completed)
☐ $54.00 **RUSH** (5 Business Days) **If rush is not checked, please allow 14 calendar days for processing.**

PICKUP; SHIPPING; ELECTRONIC INFORMATION Include: Contact Name and/or Business Name & Phone Number*

☐ **DOCUMENTS WILL BE PICKED UP BY**_____ **Phone: (**_____**)** _____ **-** _____

☐ **SHIP TO:** _____ **Phone: (**_____**)** _____ **-** _____

☐ **SEND ELECTRONIC COPY TO:** _____**Phone: (**_____**)** _____ **-** _____

_____

THE UNDERSIGNED SELLER UNDERSTANDS, AGREES and AUTHORIZES, by SIGNATURE BELOW:

1. When the request is complete, we will be notified by Email first, then by phone if Email fails; we agree that Sequoia is not in control of the WWW/ or Internet function and that the email can actually fail on delivery without notice and Sequoia is not liable in these instances;

2. Sequoia Management Company, Inc. will ASSESS THE DUES ACCOUNT as described above for any amounts due which remain unpaid by 45 days from the date of delivery. These funds will be paid out of closing proceeds at the time of settlement. If settlement does not occur within 45 days of the delivery of the disclosure packet, these funds will be assessed against the unit dues account and will be due and payable. Late payment will generate late fees against the unit dues account;

3. I hereby consent to entry upon and/or within my lot or condo unit during daylight hours by the Association or Management Agent for the purpose of conducting a compliance inspection of my lot and all improvements located thereon, relative to the Association's governing documents and rules, regulations and architectural guidelines. I understand that such entry is necessary to determine if my lot or condo unit is in compliance and to make a representation to that effect in the requested resale packet. If my property is a Condo unit, I will schedule with the property manager and make myself available during the hours of 8:30 am to 5:00 pm for the interior compliance inspection. I understand that non-compliance for the interior inspection may delay my request beyond the requirements of the law and interfere with compliance with the law.

4. The Agent shown above will perform in our stead in this request.

SIGNATURE_____**Date of Request**___/___/___