



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 _____

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 and collectible as any other assessment in accordance with the provisions of the declaration and §55-516, if not paid at settlement or within 45 days of the delivery of the disclosure packet, 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
(14 Calendar Days)

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

UPDATE \$163.00 Must be requested within 12 months. (10 Business Days)

ORIGINAL ISSUE DATE _____

RUSH \$54.00 (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 \$54.00

IF CHOOSE FEDEX PROVIDE SHIPPING ADDRESS

EMAIL DELIVERY

NOTE FOR RESALE CERTIFICATE: If request is for a Condominium Resale Certificate, by requesting the Resale Certificate, you are hereby giving consent to entry said condo unit by the Association or Management Agent for the purpose of conducting a compliance inspection of said lot and all improvements located thereon, relative to the Association's governing documents and rules, regulations and architectural guidelines. You also understand that such entry is necessary to determine if unit is in compliance and to make a representation to that effect in this request for Resale Certificate.

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 Owner's Association Act Section 55-508 thru 55-516.2

SIGNATURE _____