

Belcastle Court Cluster Association
Resolution R12A-2016-02-03
Virginia Property Owners' Disclosure Request Form

Resolution Type: Administrative

Effective Date: February 3, 2016

Please furnish the resale disclosure information on the below mentioned property pursuant to the Code of Virginia, Title 55, Chapter 26, *Property Owners' Association Act*. I understand that there is a charge for furnishing the disclosure packet.

SECTION I (Owner's Information)

1. Property Address (Please Print): _____
2. Owner's Name (Please Print): _____
3. Owner's Address (If Different): _____
4. Owner's Phone Number (Work): _____
5. Owner's Phone Number (Home): _____
6. Owner's E-Mail Address: _____

SECTION II (Realtor's Information)

1. Name of Real Estate Agent (Please Print): _____
2. Agent's Address (Please Print): _____
3. Agent's Phone Number (Work): _____ (Home): _____
4. Agent's E-Mail Address: _____

SECTION III (Settlement Information)

1. Name of Title Company or Closing Agent: _____
 2. Address and Phone Number of Title Company or Closing Agent: _____
- _____

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SECTION IV format of Packet and Fee Schedule. Single Family Home. (Reference: Code of Virginia, Title 55, Chapter 26 Property Owners Act, Section 55.509.7)

Form of Disclosure Packet: Please choose one

- Hard copy (cost of copying plus binder) - \$25.00/copy
- CD/DVD - \$6.00/CD-DVD
- USB Thumb Drive - \$11.00/thumb drive
- Email – no fee

Please indicate choice for delivery:

Pick up at home on Belcastle Court – no charge
 USPS or other delivery service - actual cost of delivery to be determined at time of request.

Total Fee:

Form of Disclosure Packet _____ + Delivery Charge _____ = Total Fee _____

Update Only: Applies to packets issued within the preceding 12-month period, in accordance with Code of Virginia, Title 55, Chapter 26 Property Owners Act, Section 55.509.7C. The update will be delivered within 10 business days of request. Please note that if a Disclosure Packet has been issued beyond the 12-months, a new Disclosure Packet is required. Any fee for the updated disclosure packet will be determined at time of request but will not exceed the original request fees.

Section V Paying Fee

In accordance with the Resale Disclosure Law changes with Commonwealth of Virginia I/We, as Seller or Agent of Seller, agreed to pay the charges as hereby instructed:

Postpone the payment of the fee until closing/settlement or for 45 days. •

Agree to pay the fee in advance at the time the package is delivered/or picked up.

Agreed to this _____ day of _____, _____ by: •

Seller/Seller's Agent _____

Property Address: _____

Return the completed Virginia Property Owners Disclosure Request Form: (all pages)

E-mail to: LearnMore@BelCastleCt.com

Mail to: Belcastle Court Cluster Association, PO Box 3402, Reston, VA 20195