

Disclosure Packet Request Form

**How to Request a Disclosure Packet:** Either contact the current Secretary or use the “contact us” button on the bottom left of the home page of [www.belcastlect.com](http://www.belcastlect.com) to send an email to all members of the Board.

Be prepared to furnish the resale disclosure information below. Depending on the chosen format, there may be a charge for furnishing the disclosure packet.

SECTION I (Owner’s Information)

Property Address

1. Owner’s Name
2. Owner’s Address (If Different)
3. Owner’s Phone Number (Work)
4. Owner’s Phone Number (Home)
5. Owner’s E-Mail Address

SECTION II (Realtor’s Information)

1. Name of Real Estate Agent
2. Agent’s Address
3. Agent’s Cell Phone Number
4. Agent’s E-Mail

SECTION III (Settlement Information, we will need this information before closing)

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

SECTION IV Format of Packet and Fee Schedule.

BCCA is not professionally managed and is registered with the Common Interest Community Board (CICB), current in filing its most recent annual report and fee, and current in paying any assessment made by the CICB pursuant to Section 55.1-1811.

**Form of Disclosure Packet:** Please choose one

- \_\_\_\_\_ Hard copy (cost of copying plus binder) – not to exceed \$0.10 per page of copying costs + binder, or \$100.00 for all preparation costs incurred – assumes pick up at home on Belcastle Court
- \_\_\_\_\_ Email – no charge. Please provide email addresses for recipients.

Additional fees may be incurred for expedited preparation, additional hard copy, delivery by USPS or FedEx, third party commercial delivery service to hand-deliver or overnight, updates to the disclosure packet, and financial update.

Section V Paying Fee

\_\_\_\_\_ Payment is required at delivery.