



800 Chimney Hill Parkway Virginia Beach, VA 23462
O: 757-463-3805 F: 757-463-5266
www.chimney-hill.net

Resale Disclosure Package Order Form

I, the Seller () or authorized Agent () am requesting the Virginia Property Owners' Association Act Disclosure Packet for the property at: _____

- If this property is a condominium unit, this lot is subject to two declarations (two assessments) you must contact Community Group @ 757-499-2200 to order their condominium Resale Disclosure Package as well.
- Please ensure the processing time selected allows the purchaser 3 days to review the Resale Disclosure Package prior to the closing date, as stated in the Property Owner's Association Act.

Please check one below:

- () Standard Processing 14 days, package costs \$353.27 includes PUD Package and CCR Inspection **(Hard Copy)**
- () Rush Processing 7 days, package cost \$423.93 includes PUD Package and CCR Inspection **(Hard Copy)**
- () **Electronic** Processing 14 days, package costs \$317.95 includes PUD Package and CCR Inspection
- () **Electronic** Rush Processing 7 days, package costs \$388.61 includes PUD Package and CCR Inspection
- () Resale Certificate Update processing 10 days, cost \$70.66 (If PUD Package is less than 12 months)
- () If a Re-inspection is requested by either party to update the Clearance Letter, cost \$141.31 for this service

If your Resale Disclosure Package is more than 12 months old, you will need to request a new package

Condo inspections are performed by Community Group. Deduct \$141.31 for inspection fees.

Seller's Name: _____

Buyer's Name: _____

Seller's Email: _____

Buyer's Email: _____

Listing Agent: _____

Buyer's Agent: _____

Listing Agent's Email: _____

Buyer's Agent Email: _____

Listing Agent's Phone: _____

Buyer's Agent Phone: _____

Scheduled Closing Date: _____

Closing Attorney or Settlement Agent: _____

Settlement Agent Phone #: _____

Settlement Agent Email: _____

Name of authorized person picking up package: _____

Will this property be a rental? () NO () YES If so, please provide new owners mailing address:

Virginia Code Section 55.1-2316: "Unless provided otherwise by the association, the appropriate fees shall be paid when the resale certificate, updated resale certificate, or financial update is requested. The seller shall be responsible for all fees associated with the preparation and delivery of the resale certificate, including any fees for inspection of the unit. The requesting party shall pay any fees for the preparation and delivery of the updated resale certificate or financial update." If closing does not occur within 60 days of delivery or prepared packet is not picked up, the costs will be assessed against the account of the property address and may be collected as an assessment in accordance with the Code of Virginia. By submitting this form, you are granting permission for CHCA to enter your property to complete the Clearance Letter (Exterior Inspection) that is required for your package.

Is the property occupied: _____

Ensure any gates are unlocked and accessible. When facing the home, what side is the gate located: _____

It is not required for anyone to be present unless we need to access the backyard via the home in which case, we would need either the lockbox code or for someone to meet me. Lockbox #: _____

All of the information requested must be provided to accurately process your request

Print Name: _____

Phone: _____

Signature: _____

Date: _____

EMAIL TO: ADMIN@CHIMNEY-HILL.NET or FAX FORM TO: (757) 463-5266

CHCA STAFF ONLY

Date Received: _____ Employee Signature: _____