



800 CHIMNEY HILL PKWY VIRGINIA BEACH, VA 23462

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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 \$250.00 includes PUD Package and CCR Inspection
- ( ) Rush Processing 7 days, package cost \$300.00 includes PUD Package and CCR Inspection
- ( ) Electronic Processing 14 days, package costs \$225.00 includes PUD Package and CCR Inspection
- ( ) Electronic Rush Processing 7 days, package costs \$275.00 includes PUD Package and CCR Inspection
- ( ) Resale Certificate Update processing 10 days, cost \$50 (If PUD Package is less than 12 months)
- ( ) If a Re-inspection is requested by either party to update the Clearance Letter, cost \$100 for this service
- ( ) If your Resale Disclosure Package is more than 12 months old, you will need to request a new package

Seller's Name: \_\_\_\_\_

Buyer's Name: \_\_\_\_\_

Listing Agent: \_\_\_\_\_

Buyer's Agent: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Phone#: \_\_\_\_\_

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:  
\_\_\_\_\_

**Fees for this packet must be paid at closing. 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**

Date Received: \_\_\_\_\_ CHCA STAFF ONLY  
Employee Signature: \_\_\_\_\_