VIRGINIA PROPERTY OWNERS' RESALE REQUEST FORM (DISCLOSURE)

In accordance with the Virginia Property Owners' Association Act, the seller or their authorized agent must obtain a Resale Disclosure Packet, but its delivery will be in accordance with their instructions, which may include delivery to the buyer. The seller or their authorized agent may choose to pay the fee at pick-up or delivery **or** have payment made during the closing/settlement process. If settlement does not occur within 90 days of the delivery of the Disclosure Packet, or funds are not collected at closing/settlement and disbursed to the Managing Agent, all fees, including those costs that would have otherwise been the responsibility of the purchaser or settlement agent, shall be assessed against and be the personal obligation of the lot owner. The law provides the management agent/Association up to 14 business days to provide the packet, unless "expedited" below is selected.

Additionally, the seller or their authorized agent may request the Disclosure Packet in either hard copy **or** electronic format and may designate to receive no more than two (2) hard copies OR two (2) electronic copies at no additional cost.

COMPLETED REQUESTS CAN BE EMAILED TO: **zaina.brown@pmpbiz.com**

Cost of Resale Packet (Check Electronic or Hard Copy)

___ **Electronic** Disclosure Packet + Exterior Property Inspection $200

___ **Hard Copy** Disclosure Packet + Exterior Property Inspection $225

___ **Expedited Fee** (Optional-5 days) **ADD** $50

TOTAL _____

***When will you be paying?** ___ At Pick-Up ___At Closing/Settlement

**Make checks payable to: Potomac Station Community

SECTION I – OWNER'S INFORMATION (Please Print Clearly)

1. Potomac Station Property Address: _____
2. Homeowner Name: _____
3. Homeowner Address (if different): _____
4. Best Contact Phone # 1) _____ 2)_____
5. E-Mail Address: _____

SECTION II – REALTOR INFORMATION

1. Name of Real Estate/Authorized Agent: _____
2. Address: _____
3. Best Contact Phone # 1) _____ 2)_____
4. E-Mail Address:_____

SECTION III – SETTLEMENT INFORMATION

1. Name of Title Company or Closing Agent: _____
2. Address: _____
3. Best Contact Phone #: 1) _____ 2) _____
4. Closing Date:_____

SECTION IV –

1. Delivery Method (Choose one):
   A. ___ **Pick-Up** at Potomac Station Offices: 102 Valemount Terrace
   B. ___ **Email** to: _____

My signature certifies agreement to pay all imposed fees for the preparation and delivery of the Resale Package as described herein

Owner/Agent Signature: _____ Date: _____