

FVCmanagement

FIRST VIRGINIA COMMUNITY MANAGEMENT INC.

Request for Resale Certificate/Disclosure Packet

Association Name: _____ Unit/Lot Address: _____

Name(s) of Owner of Record (Title Deeded to): _____

Requestor: _____ Contact #: _____

Relationship to the transaction: ___ Seller ___ Seller's Agent ___ Buyer ___ Buyer's Agent

Not to exceed the fees Listed below (check one):

___ \$245.95 Documents & Inspection –electronic delivery of documents and an inspection

___ \$273.28 Documents & Inspection – hard copy delivery

___ \$163.97 Documents ONLY if Inspected by "Sub" or "Master" Association

___ \$ 54.66 Expedite fee - within 5 business days of the request & with consent of FVCmanagement

Requested Delivery:

___ 1st Email to: _____

___ 2nd Email to: _____

___ Mail Hardcopy to: _____

___ Mail 2nd Hardcopy to: _____

___ ** Overnight/Hand delivery at the cost incurred

Acknowledge:

___ I hereby consent to entry within or upon my unit/lot during daylight hours by the Association or Managing Agent for the purpose of conducting a compliance inspection of the unit/lot and any modifications thereon, relative to the Association's governing documents and rules, regulations and architectural guidelines.

___ I understand entry is necessary to determine if my unit/lot is in compliance and to make a representation to that effect in the requested resale documents. If my lot is secured by a fence or my property is a unit requiring an interior inspection, I will schedule with FVCmanagement within **2 business days** of this request and make myself available during the hours of 9:00 am to 5:00 pm Monday – Thurs. and 9:00 am to 3:00 pm Friday.

___ I understand that non-compliance for access to perform the inspection may delay my request beyond the requirements of the law.

___ I am aware that the Seller/Owner is responsible for all costs incurred and will be assessed at settlement OR within forty-five (45) days of delivery to the property's account.

Signature

Date