

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

Product requested (check one):

_____ \$264.00 Documents & Inspection –electronic delivery of documents and an inspection

_____ \$293.00 Documents & Inspection – hard copy delivery

_____ \$146.00 Documents ONLY if Inspected by "Sub" or "Master" Association

_____ \$ 58.50 Expedite fee - within 5 business days of the request & with consent of FVCmanagement

_____ \$ 58.50 Update Documents within 364 days of the initial order – upon request

_____ \$117.00 Update Re-inspect property within 364 days of the initial order – upon request

_____ \$ 58.50 Pre-Settlement Updates

Requested Delivery:

_____ 1st Email to: _____ 3rd Email to: _____

_____ 2nd Email to: _____ 4th Email to: _____

_____ 5th Email to: _____

_____ Mail 1st 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. Lot/Unit account will be assessed at settlement OR within sixty (60) days of the delivery of the request. Costs for Updates are paid at settlement by the Requestor.

Signature

Date