

The form to request a Disclosure Packet is attached.

Before completing the form, please take note of the following:

REQUEST AND DELIVERY:

Virginia State Statute: Property Owners Association Act, Section 55-509.5.A.

"The Association shall deliver, within 14 days after receipt of a written request and instructions by a seller or the seller's authorized agent, an association disclosure packet as directed in the written request. If hand or electronically delivered, the written request is deemed received on the date of delivery. If sent by United States mail, the request is deemed received six days after the postmark date."

Virginia State Statute: Property Owners Association Act, Section 55-509.5.D.

"The seller or the seller's authorized agent may request that the disclosure packet be provided in hard copy or in electronic form. The disclosure packet shall not be delivered in hard copy if the requester has requested delivery of such disclosure packet electronically. If the seller or the seller's authorized agent asks that the disclosure packet be provided in electronic format, the seller or the seller's authorized agent may request that an electronic copy be provided to each of the following named in the request: the seller, the seller's authorized agent, the purchaser, the purchaser's authorized agent, and not more than one other person designated by the requester."

FEES:

Virginia State Statute: Property Owners Association Act, Section 55-509.6.A.

"A professionally managed association or its common interest community manager may charge certain fees as authorized by this section for the inspection of the property, the preparation and issuance of the disclosure packet required by Section 55-509.5, and for such other services as set out in this section."

Virginia State Statute: Property Owners Association Act, Section 55-509.6.B.

"A reasonable fee may be charged by the preparer as follows for:

1. The inspection of the exterior of the dwelling unit and the lot, as authorized in the declaration and as required to prepare the association disclosure packet, a fee not to exceed \$100;
2. The preparation and delivery of the disclosure packet in (i) paper format, a fee not to exceed \$150 for no more than two hard copies or (ii) electronic format, a fee not to exceed a total of \$125 for an electronic copy to each of the following named in the request: the seller, the seller's authorized agent, the purchaser, the purchaser's authorized agent, and not more than one other person designated by the requester. Only one fee shall be charged for the preparation and delivery of the disclosure packet;
3. At the option of the seller or the seller's authorized agent, with the consent of the association or the common interest community manager, expediting the inspection, preparation and delivery of the disclosure packet, an additional expedite fee not to exceed \$50. (For purposes of this section, an expedite fee shall only be charged if the inspection and preparation of delivery of the disclosure packet are completed within five business days of the request for a disclosure packet.);
4. At the option of the seller or the seller's authorized agent, an additional hard copy of the disclosure packet, a fee not to exceed \$25 per hard copy;
5. At the option of the seller or the seller's authorized agent, a fee not to exceed an amount equal to the actual cost paid to a third-party commercial delivery service for hand delivery or overnight delivery of the association disclosure packet; and
6. A post-closing fee to the purchaser of the property, collected at settlement, for the purpose of establishing the purchaser as the owner of the property in the records of the association, a fee not to exceed \$50.

Except as otherwise provided in subsection E, neither the association nor its common interest community manager shall require cash, check, certified funds or credit card payments at the time the request for the disclosure packet is made. The disclosure packet shall state that all fees and costs for the disclosure

packet shall be the personal obligation of the lot owner and shall be an assessment against the lot and collectible as any other assessment in accordance with the provisions of the declaration and Section 55-516, if not paid at settlement or within 60 days of the delivery of the disclosure packet, whichever occurs first.”

FEE SCHEDULE:

Inspection of exterior of the Unit: \$100.00

Preparation & Delivery of disclosure packet, HARD COPY: \$150.00

Preparation & Delivery of disclosure packet, ELECTRONIC COPY: \$125.00

Expediting fee (delivered within five business days of request): \$50.00

Additional hard copy: \$25.00

Mailing fee (mailed priority): \$6.45

Post-closing fee aka Transfer fee: \$50.00

Should you have any questions, please feel free to contact me.

Thanks,

Jillian Uvena, CMCA
Cavalier Management, Inc.

Physical Address:

18005 Dumfries Shopping Plaza

Dumfries, VA 22026

Monday - Friday, 9am to 5pm

Mailing Address:

P.O. Box 370

Dumfries, VA 22026

Office: 703-221-8890

Fax: 703-441-0541

Email: jilliancavaliermgmt@gmail.com

CAVALIER MANAGEMENT, INC.

703-221-8890

FAX. 703-441-0541

MAILING ADDRESS:

P.O. Box 370
Dumfries, VA 22026

PHYSICAL ADDRESS:

18005 Dumfries Shopping Plaza
Dumfries, VA 22026

REQUEST FOR DISCLOSURE PACKET FORM

DATE: _____

COMMUNITY: _____

PROPERTY ADDRESS: _____

Person requesting disclosure packet: _____

Phone #: _____

Email: _____

PROPOSED DATE OF SETTLEMENT: _____

SELLER(S) NAME: _____

BUYER(S) NAME: _____

METHOD OF DELIVERY:
(CIRCLE ONE)

PICK-UP

MAIL
(\$6.45 mailing fee)

EMAIL
(FOR THE FOLLOWING HOAS: 410 CONDO,
CARDINAL WOODS HOA, LAURENWOOD
ESTATES HOA, STONEBRIDGE HOA, TOWNS
OF FOREST HILLS HOA, AND
WILLIAMSTOWN HOA)

MAILING ADDRESS
AND NAME: _____

EMAIL ADDRESS
AND NAME: _____

TITLE COMPANY CONTACT INFORMATION

NAME/POINT OF CONTACT: _____

PHONE #: _____

EMAIL: _____

TIME OF PAYMENT:
(CIRCLE ONE)

Prior to settlement

At settlement

****Please note that the Management company has 14 days from the date of request to process, prepare, and deliver the disclosure packet.****