

# SELLING YOUR HOME?

Use this form to request the resale disclosure information which the Virginia Property Owners Act requires you to furnish to a prospective purchaser who enters into a contract with you to purchase your home. An inspection of the lot is required before release of documents. Please furnish the resale disclosure information on the property listed below pursuant to the Virginia Property Owners Association Act. I understand there is a charge for this information. I agree that my property may be inspected for compliance with the covenants.

1. ADDRESS OF PROPERTY: \_\_\_\_\_
2. LOT NUMBER \_\_\_\_\_
3. NAME AND ADDRESS OF OWNER \_\_\_\_\_  
\_\_\_\_\_
4. HOME PHONE \_\_\_\_\_ WORK PHONE \_\_\_\_\_
5. REAL ESTATE AGENT \_\_\_\_\_  
ADDRESS \_\_\_\_\_ PHONE \_\_\_\_\_
6. SETTLEMENT AGENT \_\_\_\_\_
7. DISCLOSURE PACKET WILL BE PICKED UP BY OWNER \_\_\_\_\_ AGENT \_\_\_\_\_
8. A CHECK FOR **\$100.00** PAYABLE TO PINWOOD LAKE HOA IS ENCLOSED. IF A RUSH DELIVERY IS DESIRED, A CHECK FOR **\$125.00** IS ENCLOSED.
9. DATE REQUESTED \_\_\_\_\_ (POA ALLOWS 2 WEEKS PREP TIME)
10. SIGNATURE OF REQUESTOR \_\_\_\_\_
11. PLEASE NOTE THAT WE DO CHARGE A TRANSFER FEE OF \$25.00 AT SETTLEMENT.

## FOR ASSOCIATION USE ONLY

Date request received \_\_\_\_\_ Paid\_\_ Yes\_\_ No      Chk# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Date given to ACC \_\_\_\_\_ Date of Inspection \_\_\_\_\_

## DATE NOTIFIED PACKET IS READY FOR PICKUP

Date of Packet Pickup and by Whom \_\_\_\_\_

Paid at Pickup Check Number \_\_\_\_\_