

**AAA Property Management Company  
P.O. Box 2083  
Centreville VA 20122  
Phone: (703) 815-1915 Fax: (703) 991-7675**

For Office Use Only-08/10	
Date Received:	_____
Date Issued:	_____
Date of Delivery	_____

**RESALE DISCLOSURE DOCUMENTS REQUEST FORM**

Association: \_\_\_\_\_

Property Address: \_\_\_\_\_

Legal Owner Name(s): \_\_\_\_\_

Point of Contact: \_\_\_\_\_

PoC Phone # \_\_\_\_\_ Legal Owner Phone # \_\_\_\_\_

**HOA DISCLOSURE PACKET OR CONDO RESALE CERTIFICATE**

**PLEASE "X" ALL THAT APPLY**

**\$350.00\*** Total cost for the preparation of the disclosure packet in **paper format**, which includes the inspection of the exterior of the dwelling unit and the lot, as authorized in the declaration and as required to prepare.

**\$315.00\*** Total cost for the preparation of the disclosure packet in **Electronic Format**, which includes the inspection of the exterior of the dwelling unit and the lot, as authorized in the declaration and as required to prepare.

**ADDITIONAL FEES**

**PACKAGE UPDATE \$50** Pre-Settlement Update

**ADDITIONAL COPY \$35** For each copy requested of original document issue.

**RUSH FEE \$70** 5 business days turnaround with the exception of holidays

**RE-INSPECTION \$140** Follow-up Request within the same 12-months of the first request.

Settlement Company Name: \_\_\_\_\_

Settlement Date: \_\_\_\_\_ Settlement Co. Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Package Requested by: \_\_\_\_\_ / \_\_\_\_\_  
Printed Name Title

\_\_\_\_\_  
Signature Date

**Delivery Request**

Pick up at AAA Management  1st Class Certified Mail  Email

Address: \_\_\_\_\_

\_\_\_\_\_  
\*an additional copy available upon request