



800 Chimney Hill Parkway, Virginia Beach, VA 23462

Resale Package Order Form

I, the Seller () or authorized Agent () am requesting the Virginia Property Owners' Association Act Disclosure Packet

for the property at: _____

Please ensure the processing time selected allows the new homeowner time to review the Resale Package 10 days prior to the closing date.

Please check one below.

() Standard Processing 10 days, package costs \$150.00

() Rush Processing 5 business days, package cost \$200.00

() Resale Package Update, cost \$50. (If a package was purchased within the preceding 12 months)

If a re-inspection is requested by either party to update the Clearance letter there will be a \$50 fee for this service.

Scheduled Closing Date: _____

Seller's Name: _____

Buyer's Name: _____

Listing Agent: _____

Buyer's Agent: _____

Email: _____

Email: _____

Phone#: _____

Phone#: _____

Closing Attorney or Settlement Agent: _____

Settlement Agent Phone #: _____

Settlement Agent Email: _____

Name and number of person picking up package: _____

Will this property be a rental? () NO () YES If so, please provide new owners mailing address:

All of the information requested must be provided to accurately process your request.

Print Name: _____ Phone #: _____

Signature: _____ Date: _____

Fees for this packet must be paid at closing. If closing does not occur within 45 days of delivery or prepared packet is not picked up the costs will be assessed against the account of the property address and may be collected as an assessment in accordance with the code of Virginia.

FAX FORM TO (757) 463-3805 OR EMAIL TO: ADMIN@CHIMNEY-HILL.NET

(HOA STAFF ONLY 4/15)

Date Received: _____