

# REQUEST FOR (HOA) DISCLOSURE PACKET or (Condo) RESALE CERTIFICATE

ATTENTION: DOCS / RESALE (refer to page 1 above for correct location fax -number by property)

**SEQUOIA MANAGEMENT COMPANY, INC**

13998 Parkeast Circle, Chantilly, VA 20151 (703) 803.9641 Fax: (703) 968.0936 [www.sequoiamanagement.com](http://www.sequoiamanagement.com)

NOTICE: Please return this completed form BY: fax (703.968.0936) or **Email (Resaledocs@Sequoiamgmt.com)**, mail, or drop off at our front desk.

**CONTACT INFORMATION -**

OWNER NAME \_\_\_\_\_ Email \_\_\_\_\_

CELL (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ HOME (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

REALTOR NAME \_\_\_\_\_ Email \_\_\_\_\_

CELL (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ WORK (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ HOME (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

\*Community Name: \_\_\_\_\_

\*House / Unit No. & Street Name: \_\_\_\_\_

CLOSING ATTORNEY / AGENT \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_

(Company Name, Contact Name and Phone Number)

CLOSING DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  Foreclosure  Deed Attached FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

**FEE INFORMATION: THE FOLLOWING CHARGES APPLY TO THIS REQUEST.** All chargeable amounts are to be paid at the time of closing but no later than 45 days from the date of Delivery. PLEASE "X" boxes that apply. Confirmation of receipt will be made by email. **A or B (add items from C as needed). If dues are also paid to a 2nd Association, the charge for that 2<sup>nd</sup> Association WILL apply and a correction will be made to the TOTAL.**

- A. **NEW HARD COPY HOA DOCUMENT REQUEST-----OR-----NEW ELECTRONIC COPY REQUEST**  
 \$250.00 Primary HOA (\$150 Governing Documents + \$100 Inspection)       \$225.00 Primary HOA (\$125 Governing Documents + \$100 Inspection)  
 \$150.00 Secondary HOA (Master or Recreation Association) package\*       \$125.00 Secondary HOA (Master or Recreation Association) package\*
- B. **UPDATE**  HardCopy  Electronic: **Must be requested within 12 months ORIGINAL Issue Date \_\_\_\_/\_\_\_\_/\_\_\_\_.**  
 \$ 50.00  Financial only (Disclosure)       HOA Disclosure/Condo Certificate plus Documents.  
 \$100.00 Exterior Reinspection of property.  
 \$150.00 Whole Package with Reinspection
- OTHER**
- C.  \$ 50.00 **RUSH** (5 Business Days)
- D.  \$ 20.00 Fedex Standard Overnight (USPS / Mail is not used due to lack of tracking; if SHIP-TO is chosen, this charge WILL apply)

**PICKUP, SHIPPING, OR ELECTRONIC INFORMATION**

- DOCUMENTS WILL BE PICKED UP BY: \_\_\_\_\_
- SHIP TO: \_\_\_\_\_
- SEND ELECTRONIC COPY TO: \_\_\_\_\_

**THE UNDERSIGNED SELLER UNDERSTANDS, AGREES and AUTHORIZES, by MY SIGNATURE BELOW:**

- (1) When the request is complete, we will be notified by Email first, then by phone if Email fails; we agree that Sequoia is not in control of the WWW/ or Internet function and that the email can actually fail on delivery without notice and Sequoia is not liable in these instances;
- (2) Sequoia Management Company, Inc. will ASSESS THE DUES ACCOUNT as described above for any amounts due which remain unpaid by 45 days from the date of delivery. These funds will be paid out of closing proceeds at the time of settlement with the above provided Closing Agent. If settlement does not occur within 45 days of the delivery of the disclosure packet, these funds will be assessed to the unit dues account and will be due and payable. Late payment will generate late fees against the unit dues account;
- (3) By my signature below I hereby consent to entry upon and/or within my lot or condo unit during daylight hours by the Association or Management Agent for the purpose of conducting a compliance inspection of my lot and all improvements located thereon, relative to the Association's governing documents and rules, regulations and architectural guidelines. I understand that such entry is necessary to determine if my lot or condo unit is in compliance and to make a representation to that effect in the requested resale packet. If my property is a Condo unit, I will schedule with the property manager and make myself available during the hours of 8:30 am to 5:00 pm for the interior compliance inspection. I understand that non-compliance for the interior inspection may delay my request beyond the requirements of the law and interfere with compliance with the law.
- (4) The Agent shown above will perform in our stead in this request.

SIGNATURE \_\_\_\_\_ Date of Request \_\_\_\_/\_\_\_\_/\_\_\_\_