

REQUEST FOR PREPARATION OF A DISCLOSURE PACKET

In order to facilitate the sale of my unit and pursuant to the provisions of section 55-7997 of the Virginia Condominium act or section 55-512 of the Virginia Property Owners' Association Act, I hereby request that you furnish me with the information required by the referenced section concerning the condition of the Association and the unit named below, through preparation of a "Disclosure Packet".

Association Name _____

Unit Owner _____ Date _____

Address _____

Prospective Buyer's Name _____

Person to contact when packet is ready to be picked up _____

Home phone number _____ Other phone number _____

I understand that preparation of the Disclosure packet must be completed within fourteen (14) days from receipt of this request, and payment in full for preparation of the packet must accompany this request.

I understand that an inspection of the exterior of my unit is necessary to certify that any improvement or alterations made to the unit, or the limited common elements (if any), appurtenant thereto are not in violation of the association instruments. **Please note that we do not set up appointments for this.**

If anyone other than the above named person(s) will be picking up this disclosure packet, written authorization is required to be faxed to the office of TWC at (703) 471-6578.

The cost to prepare this Disclosure packet is \$100.00 each. Checks must be made payable to TWC Association Management. You will be called when your packet is ready for pick-up.

If you would like your packet mailed to you, there is an additional charge of \$15.00. This charge covers Certified mail through the U.S. Post Office with a Return Receipt. Return Receipt items must be signed for at your local post office.

Signed _____ Received \$ _____

Date _____ Payment received on _____

TWC Representative _____

NOTE: If you make on-line automatic draft payments for homeowners' dues, please notify your bank to stop drafts as of the date of settlement. Reimbursements for overpayments received will carry a \$35.00 processing fee which will be deducted from your reimbursement.

**Pick-up hours: Monday – Thursday 9:00 a.m. to 4:30 p.m.
Friday -- 9:00 a.m. – 3:00 p.m.**

* NOTE: Documents for Cedar Lakes Recreation Association are \$50.00. If you belong to Christopher at Cedar Lakes you must purchase both recreation documents at \$50.00 and the homeowner documents at \$100.00: grand total \$150.00.