Cambridge Community Management, LLC
2509 Valley Avenue
Winchester, VA 22601
Office: (540) 662-2300, Fax: (540) 722-2225
Email: stephanie@cambridgeman.com

RE-SALE DISCLOSURE PACKAGE ORDER FORM

____**Pickup $160.00** ***Allow **14** Days for processing – picked up in our office

____**Electronic $125.00 *** Allow **14** Days for processing – **Email address:** _____

____**Mailed $160.00** plus applicable mailing fees *Allow **14** Days for delivery ** **contact Cambridge to ensure service is available**

____**Add RUSH PROCESSING $50.00** (Within 5 business days - ** **Must contact Cambridge to ensure service is available**

_X_**Transfer Fee $50.00** ***(not optional and is charged to the Buyer)**

____**Cap Fee for new construction**

_X_**Inspection Fee of $100.00** ***(not optional)**

Total Fees Above: $_____

Payment Information: (Choose one) At time of Settlement_____ In Person_____

Note**: If payment is not collected at time of settlement then the undersigned WILL be responsible for final payment if not paid within **90 days of order.

ASSOCIATION:_____PROPERTY ADDRESS: _____

SELLER'S NAME/CONTACT NUMBER: _____

SELLER'S AGENT NAME/NUMBER:_____

BUYER'S NAME AND PHONE NUMBER:_____

BUYER'S AGENT NAME/MUMBER:_____

ALL SETTLEMENT AGENCIES NAMES/NUMBERS_____

_____

SETTLEMENT DATE:_____

As owner or Agent for Owner of above property, I hereby request a resale disclosure package in accordance with The Virginia Property Owner's Association Act. I understand that in accordance with same the allowable time frame is fourteen (14) days for preparation and delivery of resale disclosure package. Process begins upon receipt of **fully completed** written request (no missing information). I also understand and agree that if payment is to be made at settlement and settlement does not occur within 90 days the owner of the property or his/her agent below will be liable for the above charges.

Requested by:_____Date:_____

Please know that failure to provide all info above could lead to delay in delivery of package – information is vital to ensure proper transfer of property and recordkeeping.

OFFICE USE ONLY: Method of Delivery
Pick Up/Mailed/Emailed

Delivery Signature: _____

Date of delivery:_____

Printed Name:_____