

# Cambridge Community Management, LLC

2509 Valley Avenue

Winchester, VA 22601

Office: (540) 662-2300, Fax: (540) 722-2225

Email: info@cambridgeman.com

## **RE-SALE DISCLOSURE PACKAGE ORDER FORM**

Paper file \$175.00 \*Allow 14 Days for processing – picked up in our office

Electronic (flash drive) \$145.00 \*Allow 14 Days for processing – *Due to file size flash drive can be picked up or mailed*

Paper file mailed \$175.00 plus applicable mailing fees \*Allow 14 Days for delivery \*\*

Add RUSH PROCESSING \$58.00 (Within 5 business days - \*\* **Must contact Cambridge to ensure service is available**)

Transfer Fee \$58.00 \* (not optional and is charged to the Buyer)

Cap Fee for new construction

Inspection Fee of \$115.00 \*(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/PHONE NUMBER/EMAIL: \_\_\_\_\_

BUYER'S NAME AND PHONE NUMBER: \_\_\_\_\_

BUYER'S AGENT NAME/NUMBER: \_\_\_\_\_

**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

Delivery Signature: \_\_\_\_\_

Date of delivery: \_\_\_\_\_

Printed Name: \_\_\_\_\_