



Hunters Ridge Homeowners Association

12161 Coloriver Road, Manassas, VA 20112

Resale Certificate Request Form

(* Items required under Title 55 of the Code of Virginia. Request will not be processed without information)

*Date Submitted: ____/____/____

*Settlement Date, if known: ____/____/____ (see item #1 under "Acknowledgements")

*Property Address: _____, Manassas, VA 20112

*Requestor:	_____ (Name)
	_____ (Company)
	_____ (Street Address)
	_____ (City, State, Zip)
	_____ (Phone)

Buyer, if known:	_____ (Name)
	_____ (Street Address)
	_____ (City, State, Zip)

*Hard copy or Electronic Delivery? (select only one) Hard Copy Electronic

If "Hard Copy" delivery selected, provide up to two names and addresses:

	Hard Copy # 1	Hard Copy # 2
Name		
Company		
Street		
City, State, ZIP		
Please check	Seller <input type="checkbox"/> Seller's Agent <input type="checkbox"/> Buyer <input type="checkbox"/> Buyer's Agent <input type="checkbox"/> Settlement Agent <input type="checkbox"/>	Seller <input type="checkbox"/> Seller's Agent <input type="checkbox"/> Buyer <input type="checkbox"/> Buyer's Agent <input type="checkbox"/> Settlement Agent <input type="checkbox"/>

*If "Electronic" delivery selected above, provide e-mail addresses:

_____ Seller Seller's Agent Buyer Buyer's Agent Settlement Agent

_____ Seller Seller's Agent Buyer Buyer's Agent Settlement Agent

_____ Seller Seller's Agent Buyer Buyer's Agent Settlement Agent

_____ Seller Seller's Agent Buyer Buyer's Agent Settlement Agent



Hunters Ridge Homeowners Association

12161 Coloriver Road, Manassas, VA 20112

ACKNOWLEDGEMENTS

I have requested that the Hunters Ridge Homeowners Association (HRHOA) prepare a Resale Certificate for the previously referenced address. As part of this request, I acknowledge the following:

1. That under Section § 55.1-2309.A of the Code of Virginia's Resale Disclosure Act, the seller is required to deliver the Resale Certificate received from the HRHOA to the potential purchaser.
2. That the HRHOA, under Section § 55.1-2316.A of the Resale Disclosure Act, is allowed to charge reasonable fees for the services associated with the inspection of the property and the preparation of the requested Resale Certificate.
3. That the Virginia Department of Professional & Occupational Regulation (DPOR) Common Interest Community Board (CICB) is authorized under Section § 55.1-2316.B of the Resale Disclosure Act to set maximum allowable preparation fees for services for delivery of the Resale Certificate; and the HRHOA is required under § 55.1-2316.C to post its schedule of corresponding fees, as summarized below:

Preparation and Delivery Services	Max Fee	HRHOA Fee
For inspection of the property	\$141.31	\$130.00
For preparation and delivery of the Resale Certificate in PAPER form	\$211.96	\$200.00
For preparation and delivery of the Resale Certificate in ELECTRONIC form	\$176.64	\$170.00
An additional fee for expedited delivery of the Resale Certificate (5 days)	\$ 70.66	\$ 60.00
Update the Resale Certificate, including financial update, when requested	\$ 70.66	\$ 60.00

4. That pursuant to Section § 55.1-2316.A of Virginia's Resale Disclosure Act ***the appropriate HRHOA fees shall be paid when the Resale Certificate is requested*** (to include inspection of the property and preparation & delivery fees) - a total of **\$330.00 for PAPER delivery or \$300.00 for ELECTRONIC delivery.**
5. That the HRHOA is, under Section § 55.1-2309.B of the Code of Virginia's Resale Disclosure Act, allowed 14 days from the date of receiving a properly completed application to deliver a Resale Certificate to the contacts designated based on my instructions provided above.
6. That the HRHOA is required, under Section § 55.1-2311.A, to provide a Resale Certificate "update" to the original Resale Certificate, as requested in writing by the seller, the seller's agent, the buyer or the buyer's agent. The update must be provided by the HRHOA within 10 days to the individuals requested in the written request, and
7. That the HRHOA is required to provide, under Section § 55.1-2311.B, a Resale Certificate that is current as of the date compiled and provided to the designated individuals. However, any violations of the governing Declaration of Covenants or Architectural Guidelines that occur between the Resale Certificate's preparation and settlement date remain the responsibility of the current owner until settlement and the new buyer after settlement. To the extent that the Resale Certificate is requested far in advance of the likely settlement date the HRHOA will recommend to the buyer and the buyer's agent that they request an "update" prior to settlement, to avoid any conflicts and to assure full compliance prior to settlement.

Please mail both pages and fee to:
Hunters Ridge HOA
12161 Coloriver Road
Manassas, VA 20112

 (Signature)

 (Print Name)

 (Title & Company)

 (Date)