



**VIRGINIA ASSOCIATION OF REALTORS®
REQUEST FOR PROPERTY OWNERS' ASSOCIATION
DISCLOSURE PACKET**



To: _____ (the "Association")
(Property Owners' Association)

Re: _____ (the "Property")
(Property Address)

Date: _____

Pursuant to the Virginia Property Owners' Act, Section 55-508, et seq., of the Code of Virginia (the "Act"), the undersigned owners-sellers request that you furnish the disclosure packet required by the Act as directed herein within fourteen (14) days of receipt of this request.

DIRECTIONS FOR DELIVERY OF THE DISCLOSURE PACKET

Deliver by e-mail (if professionally managed or if e-mail delivery is available) to the following e-mail address(es):

To the seller or seller's authorized agent at: _____

Additional e-mail copy (no additional charge) to: _____

Additional e-mail copy (additional charge may apply) to: _____

Hard copy(ies) (additional charge may apply for more than two) to be picked up at Association offices; or mailed to the following addressee(s) and address(es) :

Please expedite preparation and delivery of the disclosure packet within five (5) business days of the date of this request. There is a \$50.00 Rush Fee for all expedited requests. The Rush Fee must be paid up front at the time of the request.

Thank you for your prompt attention to this matter.

DATE /	OWNER-SELLER	DATE /	OWNER-SELLER
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For information purposes only:

Seller's authorized agent contact information:
Name: _____
Phone number: _____
E-mail address: _____