



Resale Disclosure Package Order Form

I, the Seller () or authorized Agent () am requesting the HOA Resale Disclosure Package for the property located at: _____

- Please fully complete form and ensure the processing time selected allows the purchaser 3 days to review the Resale Disclosure Package prior to the closing date, as stated in the Virginia Resale Disclosure Act.
- Please note if any HOA violations are found during CCR inspection, they must be addressed prior to the Release of the Resale Disclosure Package.

Please check one below:

- () Standard Processing 14 business days, package costs \$300.00 includes HOA Package and CCR Inspection
- () Rush Processing 7 business days, package cost \$350.00 includes HOA Package and CCR Inspection
- () Request for additional Hard Copy of HOA Package, cost \$50 per copy above that of the Processing Fee
- () Resale Certificate Update processing 10 business days, cost \$50 (If HOA Package is less than 12 months)
- () If a Re-inspection is requested by either party to obtain a specific Clearance Letter, cost \$100 for this service
- () If your Resale Disclosure Package is more than 12 months old, you will need to request a new package

Seller's Name: _____
 Seller's Email: _____
 Listing Agent: _____
 Agent 's Email: _____
 Phone: _____

Buyer's Name: _____
 Buyer's Email: _____
 Listing Agent: _____
 Agent 's Email: _____
 Phone: _____

Scheduled Closing Date: _____

Closing Attorney or Settlement Agent: _____

Settlement Agent Phone: _____

Settlement Agent Email: _____

Name of authorized person picking up package: _____

Will this property be a rental? ()NO ()YES **If yes, please review HOA Guidelines and Restrictions.**

Resale packet fees are due at the time of the request, payment can be submitted via the "Payments" tab on the HOA website at www.carriagemill.com and paid in conjunction with submitting this request via e-mail. By submitting this form, you are granting permission for CMHOA to enter your property to complete the Resale Disclosure Statement (Exterior Inspection Only) that is required for your package.

Is the property occupied: _____

Ensure any gates are unlocked and accessible. When facing the home, what side is the gate located: _____

It is not required for anyone to be present unless we need to access the backyard via the home in which case, we would need either the lockbox code or for someone to meet me. Lockbox #: _____

All of the information requested must be provided to accurately process your request

Print Name: _____

Phone: _____

Signature: _____

Date: _____

EMAIL REQUEST TO: CARRIAGEMILLHOA@GMAIL.COM

Date Received: _____

CMHOA BOARD ONLY
Board Member Signature: _____