

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

To: \_\_\_\_\_ (the "Association")  
(Property Owner's Association)

Re: \_\_\_\_\_ (the "Property")  
(Legal Description of Property)

Date: \_\_\_\_\_

Pursuant to the Virginia Property Owner's 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 provisions of Section 55-512 of the Act to the undersigned owners-sellers or to their authorized agent within fourteen (14) days of receipt of this request. Payment of the fee you requested for providing the disclosure packet is enclosed. NOTE: Failure by the Association to provide the disclosure packet requested herein within fourteen (14) days of receipt of this request shall be deemed a waiver of claim for delinquent assessments of any violation of the Association's declaration, bylaws, rules and regulations, or architectural guidelines existing as of the date of this request to the Property.

This disclosure packet must contain the following information, which information shall be current as of a date specified on the association disclosure packet.

1. The name of the Association and, if incorporated, the state in which the Association is incorporated and the name and address of its registered agent in Virginia;
2. A statement of any expenditure of funds approved by the association or the board of directors which shall require an assessment in addition to the regular assessment during the current year or the immediately succeeding fiscal year;
3. A statement, including the amount of all assessments and any other mandatory fees or charges currently imposed by the association and associated with the purchase, disposition and maintenance of the lot and to the right of use of common areas, and the status of the account;
4. A statement whether there is any other entity or facility to which the lot owner may be liable for fees and other charges;
5. A statement of the status and amount of any reserve or replacement fund and any portion of the fund allocated by the board of directors for a specified project;
6. A copy of the association's current budget or a summary thereof prepared by the association, and a copy of its statement of income and expenses or statement of its financial condition for the last fiscal year for which such statement is available;
7. A statement of the nature and status of any pending suit or unpaid judgment to which the association is a party which either could or would have a material impact on the association or its members or which relates to the lot being purchased;
8. A statement setting forth what insurance coverage is provided for all lot owners by the association, including any fidelity bond maintained by the association; and what additional insurance would normally be secured by each individual lot owner;
9. A statement that any improvement or alteration made to the lot, or uses made of the lot or common area assigned thereto by the prior lot owner, are not in violation of any of the instruments referred to in subdivision 12 of this subsection;

10. A statement setting forth any restriction, limitation, or prohibition on the right of a lot owner to place a sign on the owner's lot advertising the lot for sale;
11. A statement setting forth any restriction, limitation, or prohibition on the right of the lot owner to display any flag on the owner's lot including, but not limited to reasonable restriction as to the size, place and manner of placement or display of such flag and the installation of any flagpole or similar structure necessary to display such flag;
12. A copy of the current declaration, the association's articles of incorporation and bylaws, and any rules and regulations or architectural guidelines adopted by the association;
13. A copy of the notice given to the lot owner by the association of any current or pending rule or architectural violation; and
14. Certification, if applicable, that the association has filed with the Real Estate Board the annual report required by § 55-516.1 of the Act which certification shall indicate the filing number assigned by the Real Estate Board and the expiration date of such filing.

Please send disclosure packet to: \_\_\_\_\_  
\_\_\_\_\_

Thank you for your prompt attention to this matter.

\_\_\_\_\_/\_\_\_\_\_  
DATE                      OWNER-SELLER                      DATE                      OWNER-SELLER

\_\_\_\_\_  
OWNER-SELLER ADDRESS

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