



REQUEST FOR DISCLOSURE PACKAGE

PLEASE PRINT LEGIBLY

Requesting Agent or Seller _____

Date of Request (Faxed or Mailed) _____

Contact Number (required): _____

Property Street Address _____

Village: _____

Closing Date (optional): _____

Lot # _____ Section _____

If applicable: Unit # _____ Building _____

Purchaser (s)' Full Name & Address (optional):

Seller(s)' Full Name & Address:

Mr. Mrs. Ms. _____
(specify)

Name (s) _____

Mr. Mrs. Ms. _____
(specify)

Street Address _____

Street Address or P.O. Box _____

City/State/Zip _____

City/State/Zip _____

Mail or Fax request to: Attn: Kathy Rabalais
The Charter Colony Foundation, Inc.
1101 Charter Club Way
Midlothian, VA 23114
Fax: 804-594-3686

Requesting Agent/Seller's Signature: _____

There is a **\$115** fee for a Disclosure Package preparation with an additional **\$25** fee for **Rush Orders**. *

Payment is to be collected at closing. In the event that closing does not occur within 90 days delivery of the disclosure packet or funds are not collected at settlement and disbursed to the Foundation, all fees shall be assessed to the lot owner. See reverse side for other costs associated with the packet and/or closing.

Packages are to be mailed to the purchaser unless other arrangements have been made to pick up the packet from the Foundation office. There is an additional charge for overnight delivery.

*In accordance with Section 55-509.5 of the Property Owners' Association Act, please **allow 14 days** from the actual receipt of the disclosure request by the Foundation for preparation of the Disclosure Package. **Rush Orders** will be prepared within **five (5) business** days of receipt.

For Foundation Use Only

Date (M-F) Request Received: _____ Date Prepared: _____

Date **Mailed**: _____ Date **notified** if pick up requested: _____

Pick up signature & date **required**: _____

Date Fee Received: _____ Check #: _____ Settlement Statement & Checks Rec'd. _____

Date Signed Acknowledgement Form Received at CCF: _____

RUSH REQUEST? Y / N RESALE? Y / N DB ENTRY? Y / N COSTS LOGGED Y / N

DISCLOSURE RATES

Disclosure Packet (14 days)	\$115
Property inspection (new construction and re-sales)	\$ 25
Rush orders (five business days)	\$ 25
Additional packet	\$ 25
Post Closing Fee	\$ 50
Third Party Delivery	actual cost
Update on packet (within 12-months of original packet)	\$ 35
Updated inspection	\$ 25
Updated packet and inspection	\$ 75