**POA Packet Request**

*(Seller’s Agent Responsibility)*

1. Before a POA Packet can be sent, please fill out the following information and send it to me at poaemail12@gmail.com.

**Property:**

 MVS Section and Lot Number:

 Street Address:

**Seller:**

 Names:

 Email Addresses:

 Phone Numbers:

**Buyer:**

 Names:

 Mailing Address:

 Email Addresses:

 Phone Numbers:

**Other Info:**

 Date of Closing:

 Where to email POA Packet:

1. Mail a $50.00 check to the Treasurer of our association at the address listed above. Or you can take it to their house; address can be found in the MVS Directory. Checks should be made payable to MVS HOA.
	* Be sure to write on check the Section and Lot Number and/or Street Address of property under contract.
2. Once receipt of payment has been confirmed, I will send you a check receipt and Disclosure Form.
	* The Disclosure Form should be filled out at closing and sent back to MVS HOA.

Additional information can be found on our website listed below. I would appreciate your emailing me after the closing has gone through.

Thank you for your cooperation.

Jackie McKeown

Vice President, MVS HOA