

CHURCH MILLS HOA- DISCLOSURE PACKET REQUEST FORM

E-mail to: Lisa@SpectrumPropertyMGT.com

Mail this form to:

Church Mills HOA

-OR-

c/o Spectrum Property Management

PO BOX 1562

Great Falls, VA 22066

Build and send a Disclosure Package for the referenced property below:

Settlement Date: _____ Seller's Realtor: _____

SELECT YOUR ORDER

Property Inspection (required)

AND

Full Resale Disclosure Packet

Resale Disclosure Update (only to update Full Packet orders processed within the last 12 mo.)

Please expedite (7 days)

Seller (Owner) Requesting Packet: _____

Property Address: _____

Phone: _____ Email: _____

Delivery Options (check one): Electronic (E-mail) Regular Mail Hard copy pick up

_____ Mail Disclosure Package to (provide regular US mailing address):

Name: _____

Address: _____

Phone: _____ Email: _____

Resale Disclosure Fees- Payable to Spectrum Property Management

\$75 Property Inspection (required)

\$145 Resale Disclosure Documents (electronic)

\$175 Resale Disclosure Documents (paper)

\$55 Resale Disclosure Update

\$55 Expedited Fee (7 days)

By signing below, I acknowledge and understand that the resale documents are being provided as a service and as such, payment must be made regardless of whether or not the sale of the property is completed. I acknowledge that if payment is not made by the seller at closing sooner than 60 days from the date of this request, the seller will promptly provide payment 60 days from the date of this request.

Printed Name

Date

Signature of Seller or Authorized Agent

Church Mills Homeowners Association

c/o Spectrum Property Management

P. O. Box 1562

Great Falls, VA 22066

703-307-2965

DOCUMENTATION OF EXISTING EXTERIOR MODIFICATIONS

In order to avoid your property being cited for undocumented architectural violations we are requesting that you provide us with a list of all modifications made to the exterior of your property. Please list ALL modifications including those made for maintaining and repairing in addition to enhancing your property. If any modifications were made prior to when you purchased your property, please so note. Be specific when describing the modification (i.e. color, material, location). During the on-site inspection any items that are not listed on this form or documented in the file we maintain on the property will be cited as an Architectural Modification Violation and may be subject to removal. This page is to be returned along with the form requesting your CMHA Resale Package.

Architectural Modifications	Present when Property Purchased or Provide Date you placed on property or
Example 1) Six foot high, natural wood privacy fence around property 2) Shed back of property on common ground (12'L X 10'W X 10'H). Wood, painted white with green trim and black shingled roof 3) Driveway extended to allow for parking 2 cars. Asphalt to match existing driveway (24' W X 40' L)	1) Present when property purchased. 2) Installed on 3/3/2004 3) Present when property purchased.