

VBHA

Valleybrook Homeowners Association
Post Office Box 394
Chester Heights, Pennsylvania 19017

Requirements for Obtaining a 5407 Certificate

Enclose all the following and send to:
Valleybrook Homeowners' Association
Department 5407
P.O. Box 394
Chester Heights, PA 19017-0394

- 1) Completed 5407 Application Form (PRINT or TYPED only)
- 2) Photocopy of the **COMPLETE** Agreement of Sale (**HARDCOPY ONLY**)
 - a. Failure to provide the full document will result in rejection of application.
- 3) Completed New Resident Form (PRINT or TYPED only)
- 4) Settlement Company's Name, Address, Phone Number and Contact Person
- 5) Seller Agent's Name, Phone Number and Email Address
- 6) Buyer Agent's Name, Phone Number and Email Address
- 7) Signed and Approved Architecture Compliance forms for any variances or deviations from Valleybrook community specifications.
- 8) Inspection Fees:
 - a. Primary Inspection – Preparation Fee of \$350.00 (check or money order) made payable to the Valleybrook Homeowners' Association, Inc.
 - b. Preliminary Inspection – If a preliminary inspection is requested to help ensure compliance with specification to prepare the property to be listed, please reach out to vbharchitecture@gmail.com to schedule.
- 9) Maintenance Fees: Contact the Homeowners' Association for details: vbhtreasurer@gmail.com
 - a. Total amount to bring the seller's monthly maintenance fee up to date, including the month in which settlement takes place made payable to the Valleybrook Homeowners' Association, Inc. If any arrears are to be withheld at settlement, arrangements **MUST** be made with our legal counsel.
 - b. A capital improvement fee of \$3,600 (check or money order) is required at time of settlement from the buyer, payable to Valleybrook Homeowners' Association.
 - c. **FAILURE** of the Seller to meet maintenance requirements which would cause the HOA to provide collection arrears documentation to the settlement company will result in an additional fee of \$250.00.

NOTICE!!!!

1. The 5407 documents will NOT be processed until **ALL** the above-listed requirements are fulfilled.
2. The 5407 documents will be provided within 10 days of the request once all requirements above have been fulfilled. Settlements taking place more than 30 days after 5407 is issued will require an additional inspection and will incur any additional fee of \$350.
3. A single preliminary inspection to aid the homeowner prior to listing their property can be requested by contacting vbharchitecture@gmail.com. Please refer to cost breakdown (item 8 above)
4. If you have a variance from Valleybrook specifications on your property you must submit a signed architectural approval form granting the variance with your 5407 applications. Failure to provide this documentation will require the seller to bring their property into compliance with existing specifications.
5. ALL COMPLETED DOCUMENTS MUST BE FULLY COMPLETED AND LEGIBLE OR THE APPLICATION WILL BE NEITHER ACCEPTED NOR PROCESSED.