

Silver Cup Homeowners' Association, Inc.

Request for Resale Certificate/Disclosure Packet

Association Name: **Silver Cup Homeowners' Association Inc.** Unit/Lot Address: _____

Name(s) of Owner of Record (Title Deeded to): _____

Requestor: _____ Contact #: _____

Relationship to the transaction: _Seller_ Seller's Agent _Buyer_ Buyer's Agent

Product requested:

<https://www.dpor.virginia.gov/sites/default/files/boards/CIC/CIC-MaximumAllowableFees.pdf>

- ☒ \$141.31 Inspection of lot/unit.
☐ \$211.96 Preparation/delivery of packet/certificate (paper) no more than two hard copies.
☐ \$35.33 Documents & Inspection – additional hard copy.
☒ \$176.64 Documents & Inspection – in electronic form.
☒ \$70.66 post-closing fee for the purpose of establishing the purchaser as the owner of the property in the records of the association Billed to purchaser.
☐ \$ 70.66 Expedite fee - within 5 business days of the request **& with consent** of CSM Management.
☐ \$ 70.66 Pre-Settlement Updates.

Requested Delivery:

_____ 1st Email to: _____ 3rd Email to: _____
_____ 2nd Email to: _____ 4th Email to: _____
_____ 5th Email to: _____

_____ Mail 1st Hardcopy to: _____ Mail 2nd Hardcopy to: _____

_____ ** Overnight/Hand delivery at the cost incurred

Acknowledge:

_____ I hereby consent to entry within or upon my unit/lot during daylight hours by the Association or Managing Agent for the purpose of conducting a compliance inspection of the lot and any modifications thereon, relative to the Association's governing documents and rules, regulations, and architectural guidelines.

_____ I understand entry is necessary to determine if my unit/lot is in compliance and to make a representation to that effect in the requested resale documents. If my lot is secured by a fence, I will schedule through Silver Cup Official Mail (silvercuphoa@gmail.com) within **2 business days** of this request and make myself available during the hours of 9:00 am to 5:00 pm Monday – Friday.

_____ I understand that non-compliance for access to perform the inspection may delay my request beyond therequirements of the law.

_____ I am aware that the Seller/Owner is responsible for all costs incurred. Lot account will be assessed at settlement OR within sixty (60) days of the delivery of the request. Costs for Updates are paid at settlement by the Requestor.

Signature

Date