

REQUEST FORM FOR PROPERTY OWNERS ASSOCIATION DISCLOSURE PACKET – Effective July 1, 2011

This form must be completed in its entirety and submitted in one of the following ways:

- 1) Via fax to: (703) 272-7730
- 2) Via e-mail to: poa-management@cox.net
- 3) Via U. S. mail to: POA Management Associates LLC, 9091 Wexford Drive, Vienna, VA 22182

Printed name of person making request:	<i>Phone number:</i>
Property address for which packet is requested:	

Costs – Please check the appropriate box (seller is responsible for costs). Each option includes a \$100 charge for exterior inspection of the unit and lot.

<input type="checkbox"/>	Up to two <u>paper</u> copies of the packet within <u>14 days</u> of receipt of a correctly completed request. \$250, plus the cost of delivery. **
<input type="checkbox"/>	Up to two <u>electronic</u> copies of the packet within <u>14 days</u> of receipt of a correctly completed request. \$225, sent via e-mail.
<input type="checkbox"/>	Up to two <u>paper</u> copies of the packet within <u>5 business days</u> of receipt of a correctly completed request. \$300, plus the cost of delivery. **
<input type="checkbox"/>	Up to two <u>electronic</u> copies of the packet within <u>5 business days</u> of receipt of a correctly completed request. \$275, sent via e-mail.
** Note: Disclosure packet may be picked up at management office at no delivery charge.	

For paper copy delivery only:	Name and mailing address of person or entity to receive paper copy # 1 (if applicable):	
	Name and mailing address of person or entity to receive paper copy # 2 (if applicable):	
For electronic delivery only:	Name of person or entity #1 to receive electronic copy (if applicable):	
	E-mail address of person or entity to receive electronic copy (if applicable):	
	Name of person or entity #2 to receive electronic copy (if applicable):	
	E-mail address of person or entity to receive electronic copy (if applicable):	

Special Options for Updating Previously Issued Disclosure Packets

The purchaser or seller may request an update for any association disclosure packet issued in the preceding 12 months. The association or management agent has ten days to deliver the update, which must include a copy of the original. The inspection fee for an update is \$100.

Method of Payment

If settlement does not occur within 45 days of the delivery of the disclosure packet, or funds are not collected at settlement and disbursed to the association or the common interest community manager, all fees, including those costs that would have otherwise been the responsibility of the purchaser or settlement agent, shall be (i) assessed within one year after delivery of the disclosure packet against the lot owner, (ii) the personal obligation of the lot owner, and (iii) an assessment against the lot and collectible as any other assessment in accordance with the provisions of the declaration and § 55-516 of the Virginia Property Owners Association Act.

Office Use Only

Date written request received:	Date of delivery:
Total charges to seller's account:	