



*For office use only:*  
**Received on:** \_\_\_\_\_  
**By:** \_\_\_\_\_

**CONDOMINIUM RESALE DISCLOSURE PACKET REQUEST FORM**

**Property Owner(s):** Mr. /Mrs. /Ms. \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Requested By:** Owner: \_\_\_\_\_ Agent: \_\_\_\_\_ (If requested by Agent, please enter company information below)

Company Name: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Settlement Attorney/Title Company:** \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**HOW WOULD YOU LIKE TO RECEIVE THE DISCLOSURE PACKET?**

*(Please check the appropriate box)*

\_\_\_\_\_ **Electronic (emailed) – list recipients name & email address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_ **Hardcopy – /my authorized agent will pick it up**

\_\_\_\_\_ **Hardcopy – shipped, list recipients name & mailing address:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Stone Ridge Association is not responsible for spam filters or other blocking mechanisms on external customers' email systems that may prevent the Electronic Disclosure Documents email from reaching the intended recipient. If email is not received after 14 days please contact [stoneridge-hoa@stoneridgeinc.org](mailto:stoneridge-hoa@stoneridgeinc.org) for assistance.*

**RESALE DISCLOSURE PACKET FEE SCHEDULE**

**Electronic Package Options:**

\_\_\_\_\_ \$100 Paid at time of request

OR

**Hardcopy Package Options**

\_\_\_\_\_ \$125 Paid at time of request \_\_\_\_\_ 2<sup>nd</sup> copy (free) \_\_\_\_\_ 3<sup>rd</sup> copy (\$25)

\_\_\_\_\_ \$125 Paid at settlement

\_\_\_\_\_ \$150 Paid at Settlement \_\_\_\_\_ 2<sup>nd</sup> copy (free) \_\_\_\_\_ 3<sup>rd</sup> copy (\$25)

\_\_\_\_\_ \$11.05 Shipping cost *per copy* (if applicable)

**\$ \_\_\_\_\_ Total Resale Fees Due to Stone Ridge Association at Settlement**

*Payment at time of request receives a \$25.00 discount, as stated above. Payment must be received with this request form to be eligible.*

I, \_\_\_\_\_ hereby request resale disclosure information about Stone Ridge Association according to the terms of the Virginia Property Owners Association Act (POAA). **The POAA requires Stone Ridge Association to release the documents ONLY to the Owner or his/her authorized agent.** If the undersigned is an agent of the owner, please attach to this form the Owner's letter of authorization, a copy of the realtor contract or Power of Attorney.

The Disclosure Documents will be available for pick-up fourteen (14) days after the request has been received. If the "ready date" falls on a Saturday, the Disclosure Documents will be available for pick-up the preceding Friday. The resale packet is valid for one year from today's date. Updates may be requested and will be provided per POAA requirements.

Signature of Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above I certify that all information listed above is correct and I understand that no refunds will be issued once my request is processed.

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

*Print Name*

*Signature*