

## REQUEST FOR CONDOMINIUM DISCLOSURE

Date: \_\_\_\_\_

Unit Owner's Association of \_\_\_\_\_

Condominium located at \_\_\_\_\_

RE: Condominium Unit No. \_\_\_\_\_, \_\_\_\_\_ Condominium

Pursuant to the Virginia Condominium Act, Section 55.79.39 et seq., *Code of Virginia*, 1950 as amended, the undersigned request that you furnish the disclosure packet regarding the referenced property as required by the provisions of Section 55-79.97 and any other information required by the Virginia Condominium Act, to the party named below within fourteen (14) days of the receipt of this request.

The disclosure packet shall contain the following:

1. A statement, which need not be notarized, setting forth the amount of unpaid assessments currently levied against the above referenced unit (Section 55-79.84(H)), if applicable; and, if applicable, an appropriate statement pursuant to Section 55-79.85;
2. A statement of any expenditure of funds approved by the unit owners' association or the executive organ which shall require an assessment in addition to the regular assessment during the current or the immediately succeeding fiscal year;
3. A statement, including the amount, of all assessments and any other fees or charges currently imposed by the unit owners' association, together with any known post-closing fee charged by the common interest community manager, if any, and associated with the purchase, disposition, and maintenance of the condominium unit and the use of the common elements, and the status of the account;
4. A statement whether there is any other entity or facility to which the unit owner may be liable for fees or other charges;
5. The current reserve study report or a summary thereof, a statement of the status and amount of any reserve or replacement fund, and any portion of the fund designated for any specified project by the executive organ;
6. A copy of the unit owners' association's current budget or a summary thereof prepared by the unit owners' association and a copy of the statement of its financial condition for the last fiscal year for which a statement is available, including a statement of the balance due of any outstanding loans of the unit owners' association;
7. A statement of the nature and status of any pending suits or unpaid judgments to which the unit owners' association is a party which either could or would have a material impact on the association or the unit owners or which relates to the unit being purchased;
8. A statement setting forth what insurance coverage is provided for all unit owners by the unit owners' association, including any fidelity bond maintained by the unit owners' association, and what additional insurance coverage would normally be secured by each individual unit owner;
9. A statement that any improvements or alterations made to the unit, or the limited common elements assigned thereto, are or are not in violation of the condominium instruments;
10. A copy of the current bylaws, rules and regulations and architectural guidelines adopted by

the unit owners' association and the amendments thereto;

11. A statement of whether the condominium or any portion thereof is located within a development subject to the Property Owners' Association Act (Section 55-508 et seq.) of Chapter 26 of this title;
12. A copy of the notice given to the unit owner by the unit owners' association of any current or pending rule or architectural violation;
13. Certification, that the association has filed with the Common Interest Community Board ("CIC Board") the annual report required by Section 55-79.93:1; which certification shall indicate the filing number assigned by the CIC Board and the expiration date of such filing;
14. A statement of any limitation on the number of persons who may occupy a unit as a dwelling; and
15. A statement setting forth any restrictions, limitation or prohibition on the right of a unit owner to display the flag of the United States, including but not limited to reasonable restrictions as to the size, time, place and manner of placement or display of such flag.
16. A copy of any approved minutes of the executive organ and unit owner's association meetings for the six calendar months preceding the request for the resale certificate.

*Thank you for your prompt attention to this matter.*

**First Copy**

**ADDRESS TO:**

Name: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Second Copy (free of charge)**

**ADDRESS TO:**

Name: \_\_\_\_\_

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

Facsimile: \_\_\_\_\_

E-mail: \_\_\_\_\_

**DELIVERY METHOD:**

- Overnight Delivery       Courier
- First class mail       Hand-Delivery
- E-mail       Facsimile
- Pick-up by: \_\_\_\_\_  \_\_\_\_\_

**SIGNATURES:**

**OWNERS:**

\_\_\_\_\_/\_\_\_\_\_  
Date                      Signature

\_\_\_\_\_/\_\_\_\_\_  
Date                      Signature

\_\_\_\_\_/\_\_\_\_\_  
Date                      Signature

\_\_\_\_\_/\_\_\_\_\_  
Date                      Signature



REALTOR®

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