



**VIRGINIA ASSOCIATION OF REALTORS®
REQUEST FOR PROPERTY OWNERS' ASSOCIATION
DISCLOSURE PACKET**



To: _____ (the "Association")
(Property Owners' Association)

Re: _____ (the "Property")
(Legal Description of Property)

Date: _____

Pursuant to the Virginia Property Owners' Act, Section 55-508, et seq., of the Code of Virginia (the "Act"), the undersigned owners-sellers request that you furnish the disclosure packet required by the Act as directed herein within fourteen (14) days of receipt of this request.

DIRECTIONS FOR DELIVERY OF THE DISCLOSURE PACKET

_____ Deliver by e-mail (if professionally managed or if e-mail delivery is available) to the following e-mail address(es):

To the seller or seller's authorized agent at: _____

Additional e-mail copy (no additional charge) to: _____

Additional e-mail copy (additional charge may apply) to: _____

_____ Hard copy(ies) (additional charge may apply for more than two) to be _____ picked up at Association offices; or _____ mailed; or _____ hand delivered; or _____ sent overnight by third-party commercial delivery service to the following addressee(s) and address(es) :

_____	_____
_____	_____
_____	_____
_____	_____

_____ Please expedite preparation and delivery of the disclosure packet within five (5) business days of the date of this request.

Thank you for your prompt attention to this matter.

_____/_____
DATE OWNER-SELLER

_____/_____
DATE OWNER-SELLER

For information purposes only:

Seller's authorized agent contact information:

Name: _____

Phone number: _____

E-mail address: _____

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