



NATIONAL REALTY PARTNERS

NOTE: Please fax the Dues Request form to 703-689-0949 Attn: Accounting Dept.

**Disclosure Request Form**

Date Request: \_\_\_\_\_ Disclosure Requested By: \_\_\_\_\_

Association Name: \_\_\_\_\_ Current Owner: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Number of Copies: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Delivery: (Please circle preference) Pick up UPS (At seller's expense) Other (please state)  
Rush Requested: Yes No (\$50 additional fee)

To what address? \_\_\_\_\_

Estimated Date of Settlement \_\_\_\_\_

Settlement Agent: \_\_\_\_\_ Contact information: \_\_\_\_\_

**For Condominium Owners: According to the Condominium Act, the interior of your unit must be inspected. Please provide a contact name and phone number to schedule an appointment at a mutually convenient date and time, Monday through Friday during normal business hours.**

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

**A fee will be applied to the unit account for rescheduling of missed appointments of non-available units.**

I \_\_\_\_\_ understand that this disclosure is in accordance to the Virginia Property Owners Act or Condominium Act. The fee is \$150.00 dollars for the Certificate and \$100.00 for the inspection. If a request for more than two copies is received, a fee of \$25.00 may be charged. These fees along with additional actual fees may be collected from the seller upon delivery. An account set up fee of \$50.00 may be charged to the new purchaser at closing. If payment of fee is not received at delivery and settlement does not occur within in 90 days of this request the Disclosure Fee will be charged against the unit/lot and will be treated like any other assessment. Disclosures may be expedited for an additional fee of \$50.00 - within five (5) business days.

***Seller agrees to be responsible for costs of Certificate. If settlement does not occur within 90 days of delivery or funds are not collected at settlement, fee becomes a charge against the property.***