

BRANDERMILL COMMUNITY ASSOCIATION

3001 E. Boundary Terrace • Midlothian, VA 23112

(804) 744-1035 • FAX (804) 744-2839

bca@brandermill.com

DISCLOSURE PACKAGE REQUEST

To receive a DISCLOSURE PACKAGE, the BCA must receive this completed form.
Incomplete information may cause delivery delays.

1. Address of Property Being Sold _____

2. Property Owner's Name _____

I own this property and it is my mailing address.

I own this property, but my mailing address is _____

Home # _____ Cell # _____

Office # _____ Fax # _____

E-mail (print clearly) _____

I am NOT the owner.

I am the realtor executor other legal representative of owner mortgage or title holder

My Name _____

Company Name _____

Phone # _____ Cell # _____ Fax # _____

E-mail (print clearly) _____

3. Name of Buyer (s) _____

4. Settlement Date _____

Attorney _____

Contact Name _____

Contact's Phone # _____ Fax # _____

5. Please supply the Disclosure Package the following way:

- Electronically - E-mail (print clearly) _____
- We will pick it up at the BCA. Phone this number _____
- Please mail it to: Name _____
Address _____

_____ My Signature _____ Date _____

2013 BCA FEES FOR PROPERTY SALES & SETTLEMENT

*The following fees should be collected at closing and disbursed to the Association. **

- | | |
|--|---|
| <input type="checkbox"/> \$250.00 Disclosure Package - 2 Hard Copies (Turnaround 14 Days) | Updates: Available up to 12 months from original delivery date: _____ |
| <input type="checkbox"/> \$225.00 Disclosure Package - Electronic (Turnaround 14 Days) | <input type="checkbox"/> \$ 50.00 Update of Assessments and/or Documents Only - Hard Copies (2) or Electronic (Turnaround 3 Business Days) |
| <input type="checkbox"/> \$ 50.00 Disclosure RUSH Fee - Hard Copies (2) or Electronic (Turnaround 5 Business Days) | <input type="checkbox"/> \$100.00 Update of Inspection Only - Hard Copies (2) or Electronic (Turnaround 10 Business Days) |
| <input type="checkbox"/> \$ 25.00 Each Additional Hard Copy | <input type="checkbox"/> \$150.00 FULL Update - Inspection plus Assessments and/or Documents - Hard Copies (2) or Electronic (Turnaround 10 Days) |
| <input type="checkbox"/> \$150.00 Capital Improvement Fee (Buyer's Responsibility) | |
| <input type="checkbox"/> \$ 50.00 Post Closing Fee (Buyer's Responsibility) | |

PAYMENT: Credit Card Check Pay Attorney at Closing TOTAL DUE: \$ _____

** If settlement does not occur within 45 days of the delivery of the Disclosure Package, or funds are not collected at settlement and disbursed to the Association, all fees, and costs that would have been the obligation of the purchaser or settlement agent, shall be assessed against the lot owner and shall be the personal obligation of the lot owner and shall be an assessment against the lot and collectible as any other assessments.*

FOR USE BY BCA STAFF ONLY: Date Request Received / Delivered: _____ / _____

Neighborhood _____ Address _____

Lot # _____ Waterfront - Yes No Additional Condo Association Fees - Yes No

Assessments: \$ _____ Other Fees or Charges: \$ _____

Open Violations - letter attached Property in compliance C/E _____ Date ____/____/____