



WOODLAKE COMMUNITY ASSOCIATION

14900 Lake Bluff Parkway ♦ Midlothian, VA 23112

Disclosure Package Request Form

Office Use Only

Lot # _____

Date Request Received by WCA _____

IMPORTANT: To prepare a DISCLOSURE PACKAGE, the WCA must receive this completed form. Incomplete information may cause delivery delays.

INSTRUCTIONS FOR COMPLETION: Please enter the data **onscreen** where indicated by the boxes, then use your browser's print option to print the form. Sign and date the paper copy, and return the completed form to the WCA in person or by mail, or FAX to (804) 739-5157.

Address of Property Being Sold

Property Owner's Name

Check One: I own this property and it is my mailing address.

I own this property, but my mailing address is:

Street

City

State

Zip

Home Phone

Office Phone

Cell Phone

FAX

E-Mail Address

Complete this section only if you are NOT the Owner:

Check one: I am the realtor I am the mortgage or title holder

I am the Executor other legal representative of the owner

My Name

Company Name

Phone #

Cell Phone #

FAX #

E-Mail

(804) 739-4344 • FAX (804) 739-5157

accounting@woodlakeonline.com

MEMBER COMMUNITY ASSOCIATIONS INSTITUTE

WCA Disclosure Package Request Form

Name(s) of Buyer(s)

Settlement Date

Attorney

Contact Name

Contact's Phone #

Fax

Please provide the Disclosure Package in the following way:

Electronically. Notify this e-mail address when it is ready:

We will pick up hard copies at the WCA office. Phone this number when ready:

Please mail hard copies to

Name

Street

City

State

Zip

► Signature _____ Today's Date _____

2013 WCA FEES FOR PROPERTY SALES AND SETTLEMENT

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

Check all that apply:

\$250.00 Disclosure Package – 2 Hard Copies
(Turnaround, 14 Days)

\$ 25.00 Each Additional Hard Copy

\$225.00 Disclosure Package - Electronic
(Turnaround, 14 Days)

\$ 50.00 Disclosure Rush Fee - Hard Copy or
Electronic (Turnaround, 5 Business Days)

\$ 50.00 Update of Assessments and/or Documents
Only – Hard Copies (2) or Electronic
(Turnaround, 3 Business Days)

\$ 100.00 Update of Inspection Only - Hard Copies (2)
or Electronic (Turnaround, 10 Business Days)

\$150.00 FULL Update - Inspection plus Assessments
and/or Documents – Hard Copies (2) or
Electronic (Turnaround, 10 Days)

\$ 50.00 Property Transfer Recording Fee
(Buyer's responsibility only)

\$492.60 Capital Transfer Fee (Buyer's responsibility only)

* 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, including those costs that would have otherwise been the personal 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.
