

**BRANDERMILL COMMUNITY ASSOCIATION**

3001 E. Boundary Terrace • Midlothian, VA 23112

(804) 744-1035 • FAX (804) 744-2839

E-mail: [bca@brandermill.com](mailto:bca@brandermill.com)

**DISCLOSURE PACKAGE REQUEST**

To receive a DISCLOSURE PACKAGE, the BCA must receive this completed form.  
Incomplete information or failure to sign (page 2) 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: \_\_\_\_\_

This is a primary residence.

This is an investment property.

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) \_\_\_\_\_

Hard Copy - We will pick it up at the BCA. Phone this number: \_\_\_\_\_ - or -

Please mail it to: Name \_\_\_\_\_  
Address \_\_\_\_\_

***As the owner of the property, or its approved agent, I hereby give the BCA, its staff and other members of the Association, involved in the review of my application, permission to enter my property, and take and share pictures where necessary for the purpose of reviewing the aspects of the application, and providing me with a response to the request.***

\_\_\_\_\_  
My Signature (required)

\_\_\_\_\_  
Date

**2018 BCA FEES FOR PROPERTY SALES & SETTLEMENT**

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

\$273.28 Disclosure Package - 2 Hard Copies  
(Turnaround 14 Days)

Updates: Available up to 12 months from  
original delivery date: \_\_\_\_\_

\$245.95 Disclosure Package - Electronic  
(Turnaround 14 Days)

\$ 54.66 Update of Assessments and/or Documents  
Only - Hard Copies (2) or Electronic  
(Turnaround 3 Business Days)

\$ 54.66 Disclosure RUSH Fee  
- Hard Copies (2) or Electronic  
(Turnaround 5 Business Days)

\$109.31 Update of Inspection Only  
- Hard Copies (2) or Electronic  
(Turnaround 10 Business Days)

\$ 27.33 Each Additional Hard Copy

\$163.97 FULL Update - Inspection plus  
Assessments and/or Documents  
- Hard Copies (2) or Electronic  
(Turnaround 10 Business Days)

\$290.00 Capital Improvement Fee  
(Buyer's Responsibility)

\$ 54.66 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 \_\_\_\_/\_\_\_\_/\_\_\_\_