

**FOUR SEASONS RECREATION ASSOCIATION**

1201 Herndon Parkway
Herndon, Virginia 20170

Phone: (703) 437-1811

Fax: 703-437-4818

DISCLOSURE PACKAGE REQUEST

INSTRUCTIONS: Please print or type the information below. Return to Four Seasons Recreation Association, 1201 Herndon Parkway, Herndon, VA 20170.

PACKAGE FEES: Virginia law caps the amount owners can be charged for information they must provide to potential purchasers about the home, common areas and community association. Because pulling together the materials involves time, effort and resources, the law allows the preparer to access reasonable charges, but also sets a maximum amount for such fees. Those fees allowed by law, as stated by Virginia's Department of Professional & Occupational Regulation (DPOR), became effective January 16, 2018. The fee schedule charged by the Four Seasons Recreation Association can be found below.

FOUR SEASONS PROPERTY INFORMATION:

Lot #: _____ Current Owner's Name: _____

Address: _____ Current Owner's Best Contact Number: _____

_____ Purchaser's Name: _____

Proposed Settlement Date: _____ Purchaser's Contact Number: _____

Settlement Attorney/Agent _____

Settlement Attorney/Agent Telephone : _____

Settlement Attorney/Agent FAX or email: _____

INSTRUCTIONS FOR THE DELIVERY OF THE PACKAGE WHEN COMPLETED (Choose A or B):**A) THE FOLLOWING INDIVIDUAL WILL PICK UP THE PACKAGE WHEN COMPLETED:**

Name: _____ Phone #: _____

Email Address: _____

B) THE DISCLOSURE PACKAGE IS TO BE EMAILED WHEN COMPLETED TO:

Name: _____ Phone #: _____

Email Address: _____

I hereby request the Four Seasons of Herndon Recreation Association; Inc. provide a disclosure package for the property referenced above. I agree to ensure payment is made to the Association. *Code of Virginia, Title 55, Chapter 26, Paragraph 55-509.6, Section B. 6. states: 'The disclosure packet shall state that all fees and costs for the disclosure packet shall be the personal obligation of the lot owner and shall be an assessment against the lot and collectible as any other assessment in accordance with the provisions of the declaration and § 55-516, if not paid at settlement or within 45 days of the delivery of the disclosure packet, whichever occurs first.'*

Signature

Print Name

Date

Please Note: Townhouses in Four Seasons are also members of another mandatory membership association, the Four Seasons Homeowners Association. Please contact Bill Seymour, Portfolio Manager, Legum & Norman,, at (703) 970-8876, for information regarding Homeowners Association disclosure packages. Owners also may email William.Seymour@legumnorman.com.

PACKAGE DELIVERY:

Signature (Emailed By / Received By)

Print Name

Date

List of Associated Maximum Allowable Fees, effective January 16, 2018.

Initial Inspection of the lot/unit as necessary and authorized to prepare the disclosure packet	\$100.00
Preparation and Delivery of the disclosure packet in paper form	\$150.00
Preparation and Delivery of the disclosure package in electronic form	\$125.00
Additional Fee to Expedite the inspection, preparation and delivery of the disclosure packet but only if the preparer agrees to do so (optional at the request of the seller/agent)	\$50.00
Additional Copy of the disclosure packet (optional at the requests of the seller/agent)	\$25.00
Actual Cost for Third-Party Commercial Delivery Service to hand deliver, mail or overnight the disclosure packet (optional at the requests of the seller/agent)	TBD
Post-Closing/Transfer Fee to the purchaser (collected at settlement) to update ownership records of the Association	\$50.00
Pre-Settlement Updates to the disclosure packet (collected at settlement)	\$50.00
Additional Inspection of the lot/unit if authorized by the Association declaration (optional at the requests of the seller/agent)	\$100.00