

BRANDERMILL COMMUNITY ASSOCIATION

3001 E. Boundary Terrace • Midlothian, VA 23112

(804) 744-1035 • FAX (804) 744-2839

E-mail: 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.

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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 # _____

effective: January 1, 2017

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 _____

2017 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 Business Days) |
| <input type="checkbox"/> \$242.00 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.*

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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 ____/____/____