



VIRGINIA RESALE/DISCLOSURE FINANCIAL UPDATE REQUEST

A Resale/Disclosure packet financial update includes any changes to the association fiscal year budget, the financial position of the association, and status of the homeowner assessment account, along with any additional content that may be required by Virginia Law. We will complete the resale/disclosure packet financial update within three (3) business days of receipt of the written request and deliver as indicated. Contact Redmond Community Management for additional information. **Disclosure statement financial update contents apply as of the date of the statement only.**

*******PLEASE READ INSTRUCTIONS BEFORE FILLING OUT THIS FORM*******

PROPERTY OWNER INFORMATION

Date of Request: _____ Name of Seller(s): _____
Seller Mailing Address: _____ City/State/Zip: _____
Property Street Address: _____ City/State/Zip: _____

AUTHORIZED SETTLEMENT AGENT INFORMATION

Name: _____ Phone Number: _____ FAX Number: _____
Agent Mailing Address: _____ City/State/Zip: _____
Agency: _____ Email: _____
Property Street Address: _____ City/State/Zip: _____

Delivery Method: Hard Copy Electronic Pick Up

ADDITIONAL DELIVERY INFORMATION *

Additional Recipient 1 (Electronic <input type="checkbox"/> Hard Copy <input type="checkbox"/> Pick Up <input type="checkbox"/>	Additional Recipient 2 (Electronic <input type="checkbox"/> Hard Copy <input type="checkbox"/> Pick Up <input type="checkbox"/>	Additional Recipient 3 (Electronic <input type="checkbox"/> Hard Copy <input type="checkbox"/> Pick Up <input type="checkbox"/>
Name: _____	Name: _____	Name: _____
Address: _____	Address: _____	Address: _____
City/State/Zip: _____	City/State/Zip: _____	City/State/Zip: _____
Phone Number: _____	Phone Number: _____	Phone Number: _____
Email: _____	Email: _____	Email: _____

* Additional charges apply for hard copy recipients in excess of two and for electronic recipients in excess of three.

COSTS

1. Hard Copy Delivery Format \$ 50.00 _____ Includes up to two (2) copies - Please include ONLY LINE 1 OR LINE 2, not both
2. Electronic Copy Delivery Format \$ 50.00 _____ For up to three (3) copies - Please select ONLY LINE 1 OR LINE 2, not both
Total: _____ This is the amount to be charged to the above listed property owners' account in accordance with Virginia Law.

Settlement Agent Signature:: _____

Mail written request to: PO Box 596 Warrenton, Virginia 20188-0596

To overnight/hand deliver: 114 Waterloo Road Warrenton, VA 20186

To deliver by fax: 540/349-0140

866/388-0108 Toll Free 540/349-3000 Local 540/349-0140 Fax

Aubinoe USE ONLY

Date Received: _____ **Reviewed By:** _____ **Date Due:** _____ **Accepted as Complete:** Y__N__



VIRGINIA RESALE/DISCLOSURE FINANCIAL UPDATE REQUEST INFORMATION & DIRECTIONS FOR FILLING OUT FORM

General Notes

1. This form **MUST** be filled out correctly and completely when submitted or the form will be returned. There are no exceptions to this as our staff **WILL NOT** alter this form in any way for any reason.
2. If a different form is used than the one contained herein, Aubinoe will only process the request if all proper and complete information is contained in the form in comparable detail and decipherable format as this form.
3. This form can be mailed, faxed, dropped off or emailed to our office.
4. The three (3) business day delivery period begins when Aubinoe receives an accurate and completed form during regular business hours. Mailed requests will be deemed received six (6) days after the postmark or when received. This excludes weekends, holidays and after hours submissions, which will be processed the next business day.
5. Aubinoe will not be responsible for errors, omissions or mistakes in disclosure financial update requests. Any discrepancies in the request discovered after processing, completion and delivery of a disclosure financial update request will result in an additional disclosure request financial update submission and corresponding fees for corrective action.
6. If the disclosure statement was issued more than twelve (12) months earlier, a disclosure packet financial update may **NOT** be purchased. A new disclosure statement will need to be purchased. Contact Redmond Community Management for additional information. Disclosure statement financial update contents apply as of the date of the statement only.

Directions

PROPERTY OWNER INFORMATION

1. All requested owner information **MUST** be provided
2. Please select only one (1) delivery method

AUTHORIZED SETTLEMENT AGENT INFORMATION

1. All requested settlement agent information **MUST** be provided

ADDITIONAL DELIVERY INFORMATION

1. For each additional delivery request all information **MUST** be provided
2. Up to three (3) electronic copies of the disclosure packet financial update can be included with this disclosure financial update request if electronic delivery is selected. Please use this section if recipient (s) are different than or in addition to settlement agent info listed on form
3. Up to two (2) hard copies of the disclosure packet financial update are included with this disclosure financial update request if hard copy delivery is selected. Please use this section if recipient (s) are different than settlement agent info listed on form
4. Additional hard copies in excess of two and electronic copies in excess of three are \$25.00 each. If needed, insert recipient information in this section

COSTS

1. Hard Copy Delivery Format - This fee is for up to two (2) copies of the disclosure packet financial update. You can select **ONLY** OPTION LINE 1 OR OPTION LINE 2, not both
2. Electronic Copy Delivery Format - This fee is for up to three (3) copies of the disclosure - packet financial update. You can select **ONLY** OPTION LINE 1 OR OPTION LINE 2, not both
3. The total is the amount to be charged to the above listed property owners' account in accordance with Virginia Law

SIGNATURE

A signature is required in order to process this request. The settlement agents signature will suffice.

DELIVERY

Disclosure packet financial updates will be delivered as instructed with the information provided in this form.