



**Community Association, Inc.**

Office Use Only  
Rush: Yes or No \_\_\_\_\_  
Payment Amt: \_\_\_\_\_  
Payment Method \_\_\_\_\_

**REQUEST TO PREPARE RESALE/DISCLOSURE PACKAGE**

(PLEASE FILL OUT COMPLETELY TO HELP EXPEDITE PREPARATION OF PACKAGE)

Date of Request: \_\_\_\_\_ Anticipated Closing Date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Buyer: \_\_\_\_\_ Seller: \_\_\_\_\_

The fee for the preparation of the disclosure package is \$100.00. If a rush is required, it will be an additional \$25.00 charge to have the package within three (3) business days from receipt of request.

Below is a list of documents which will be included in your package:

- |                                   |  |
|-----------------------------------|--|
| 1. Resale/Disclosure Certificate  | 7. ACC & Volunteer Applications                                  |
| 2. Current Budget & Balance Sheet | 8. Fidelity Bond Verification                                    |
| 3. Reserve Study Summary          | 9. Copies of approved BOD meeting minutes for the prior 6 months |
| 4. Complete Governing Documents   | 10. Community Standards Inspection                               |
| 5. ACC Guidelines                 |  |
| 6. OLCA Common Area Rules         |  |

Person requesting this package: \_\_\_\_\_

Real Estate Agent's name, office and contact number:

Seller's Agent: \_\_\_\_\_

Buyer's Agent: \_\_\_\_\_

Closing Attorney or Title Company's name and phone number:

Method of Delivery- **please circle one:** Email or Hard Copy

Email delivery address:

\_\_\_\_\_

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Payment (Visa/MC, money order, personal check or cashier's check) should be made payable to Ocean Lakes Community Association. Payment for resale/disclosure package and/or financial update is the responsibility of the seller and can be collected at the time of request or at time of settlement. If funds are not collected at the time of settlement and disbursed to OLCA, all charges for the resale package become the responsibility of the new owner. Packages have a maximum turnaround time of 14 days upon receipt of request. Package may be prepared sooner, depending on schedule and number of requests at that time. Upon completion of package, the person listed to pick up the package will be immediately notified.

\_\_\_\_\_  
Initial

Package is to be picked up from our office located at 1718 Wellsford Drive. Please provide the name and contact info for the person(s) picking up this package.

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For us to comply with the Code of Virginia, we must have access to the entire exterior of the property to conduct our Exterior Community Standards Inspection. Failure to give access to backyard will result in your package being delayed or not completed. Please make sure to keep gates unlocked and any animals secured until after the inspection.

\_\_\_\_\_  
Initial

Seller and/or buyer hereby authorize the release of the closing/settlement statement to OLCA.

\_\_\_\_\_  
(Seller)

\_\_\_\_\_  
(Buyer)