

Advanced Association Management Group, LLC

Phone: (757) 637-7270

Fax: (757) 251-7039

Resale /Disclosure Request

Date Requested: _____ Date Due: ** _____

Association Name: _____ Property Address: _____

Requestor's Name: _____ Telephone: _____

Owner's Name: _____

Buyer's Name(s) _____ Closing Date: _____

*Settlement Agent: _____
Name Phone Number (with area code)

Request Rush Order (Please Check)

Complete one of the following:
Contact for Pickup:

Name Phone Number (with area code)

OR

Mail package to:

_____ Date Mailed: _____

_____ By: _____

*REQUIRED INFORMATION

The cost for a Resale Packages is \$250.00, for standard delivery within 14 days**. (\$300.00 for requested rush orders within 5 business days). Mail form to Advanced Association Management Group, LLC, PO Box 12141, Newport News, VA 23612, Attn: Robin Stortz.

The normal processing time allowed is 14 business days by the Virginia Property/Condominium Acts. This allows time for the Association Manager to do an outside inspection of the unit, and prepare the Disclosure Certificate. Arrangements for pick-up need to be coordinated with the Association Manager.

Payment is to be made:

1. **AT CLOSING**

CLOSING AGENT: Please make checks payable to Advanced Association Management Group, LLC and mail payment to PO Box 12141, Newport News, VA 23612

2. **WHEN PICKED UP**

Check/Money Order/Certified Funds should be made payable to Advanced Association Management Group, LLC. (NO CASH IS ACCEPTED)

Return check policy: A \$50 charge, including all court costs and attorney's fees will be charged for all payments which are uncollectible or returned from the bank for any reason. Signing this form represents your agreement to these terms.

Signature: _____ Date: _____

Receipt of Resale/Disclosure Information

I certify that I have received a Resale Package for the property noted above.

Signature: _____ Date: _____

Advanced Association Management Group, LLC.

PO Box 12141
Newport News, VA 23612
Phone: (757) 637-7270
Fax: (757) 251-7039
manager@aamg-va.com

Resale/Disclosure Authorization Form

Advanced Association Management Group agrees to provide you a Resale Package at the cost of \$_____ (plus mailing or rush fee if applicable) with the agreement that the stated amount will be paid at closing.

In the event that the sale of the property falls through and the closing does not take place, the seller is responsible for paying the above fee within 30 days from the date the resale certificate is issued.

Payment for Resale Packages must be paid in a separate check made payable to Advanced Association Management Group, LLC.

ACKNOWLEDGMENT

I hereby acknowledge that I have read and agree to the above statement.

Name of Seller (or Trustee)

Property Address

Signature

(Seal)

Date