

Resale Packet Request Form

You can also download the form by visiting our website at CavalierManagementHOA.com

Before completing the form, please take note of the following:

2025 VIRGINIA STATUTES - RESALE DISCLOSURE ACT

Section 55.1-2309. Resale certificate; delivery.

A. The seller or the seller's agent shall obtain the resale certificate from the association and provide such resale certificate to the purchaser or the purchaser's agent. This requirement shall not be waived or changed by agreement.

B. Unless exempt pursuant to § 55.1-2317, the association, the association's managing agent, or any third party preparing the resale certificate on behalf of the association shall deliver such resale certificate within 14 days after a written request by a seller or seller's agent. If no resale certificate is delivered within 14 days after such request, the resale certificate shall be deemed unavailable. No association shall require the seller or the seller's agent to provide the purchaser's name prior to preparing the resale certificate.

C. The association, association's managing agent, or any third party preparing the resale certificate on behalf of the association shall deliver the resale certificate to the seller, or to such person as the seller may direct, either printed or in a generally accepted electronic format as the seller may request.

D. The information contained in the resale certificate shall be current as of a date specified on the resale certificate. The seller or purchaser may request an updated resale certificate as provided in § 55.1-2311.

Section 55.1-2311. Updated resale certificate; financial update.

A. If a resale certificate was issued more than 30 days but less than 12 months before settlement, the seller or the purchaser, upon proof of being the contract purchaser of the unit, may request an updated resale certificate. The updated resale certificate shall be delivered to the person requesting it, or as such person may direct, in the format requested. The updated resale certificate shall be delivered within 10 days after the written request.

B. The updated resale certificate shall contain current information for all items that may have changed from the original resale certificate or a statement that there are no changes.

C. A settlement agent or other third party authorized by the seller or purchaser may request a financial update and the association shall provide such information within three business days after the written request.

Section 55.1-2316. Resale certificate; fees.

A. An association may charge a post-closing fee and fees for preparation, delivery, and expedited delivery of a resale certificate, an updated resale certificate, or financial update and for the inspection of a unit performed to prepare the resale certificate or updated resale certificate. The seller shall be responsible for all fees associated with the preparation and delivery of the resale certificate, including any fees for inspection of the unit. The requesting party shall pay any fees for the preparation and delivery of the updated resale certificate. The seller shall be responsible for all fees associated with the preparation and delivery of the financial update. However, a settlement agent or other requesting party may pay such fees up front, regardless of whether such settlement agent or other requesting party requests to be reimbursed for such fees from the seller.

B. Unless provided otherwise by the association or this section, fees charged by an association for the preparation and delivery of a resale certificate, an updated resale certificate, or a financial update shall be paid when the resale certificate, updated resale certificate, or financial update is requested. However, if the seller agrees to pay the fees for preparation and delivery of the financial update, the association or the association's management agent shall either (i) upon receipt of the request for the financial update, send instructions by electronic means to the seller for electronic payment or (ii) accept payment of such fees at the time of closing.

C. The Common Interest Community Board shall establish the maximum fees that the association may charge for such post-closing and preparation, delivery, and inspection; such maximum fees shall be commercially reasonable and consistent with the effort required to comply with the resale certificate requirements. The maximum allowable fees, as published by the Common Interest Community Board and effective as of January 12, 2023, shall be adjusted no less than every five years, as of January 1 of that year, in an amount not less than the annual increases for that five-year period in the United States Average Consumer Price Index for all items, all urban consumers (CPI-U), as published by the Bureau of Labor Statistics of the U.S. Department of Labor or an equivalent successor index.

D. The association shall publish and make available a schedule of the applicable fees (i) for preparation and delivery of the resale certificate, updated resale certificate, and financial update; (ii) for the inspection of a unit; and (iii) related to any post-closing costs.

E. A post-closing fee to be collected at settlement may be imposed on the purchaser of the property for the purpose of establishing the purchaser as the owner of the property in the records of the association.

F. No association may collect fees authorized by this section unless the association (i) is registered with the Common Interest Community Board; (ii) is current in filing the most recent annual report and fee with the Common Interest Community Board pursuant to § 55.1-1835, 55.1-1980, or 55.1-2182; (iii) is current in paying any assessment made by the Common Interest Community Board pursuant to § 54.1-2354.5; and (iv) provides the option to receive the resale certificate electronically.

CAVALIER MANAGEMENT - FEE SCHEDULE:

(subject to change in accordance with The Virginia Resale Disclosure Act)

- Inspection of exterior of the Unit: \$140.00
- Preparation & Delivery of disclosure packet, HARD COPY: \$210.00
- Preparation & Delivery of disclosure packet, ELECTRONIC COPY: \$175.00
- Expediting fee (delivered within five business days of request): \$70.00
- Additional hard copy: \$35.00
- Mailing fee (mailed priority): Current USPS Flat Rate Priority Envelope rate
- Post-closing fee aka Transfer fee: \$70.00
- Pre-settlement updates: \$70.00
- Additional inspection: \$140.00

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PHYSICAL ADDRESS:

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REQUEST FOR DISCLOSURE PACKET FORM

DATE: _____

COMMUNITY: _____ PROPERTY ADDRESS: _____

PERSON REQUESTING DISCLOSURE PACKET: _____

PHONE#: _____ EMAIL: _____

PROPOSED DATE OF SETTLEMENT: _____

SELLER(S) NAME: _____

BUYER(S) NAME: _____

TITLE COMPANY CONTACT INFORMATION

NAME/POINT OF CONTACT: _____

PHONE #: _____ EMAIL: _____

****Please note that the Management company has 14 days from the date of request to process, prepare, and deliver the disclosure packet, unless a rush is requested and accepted by Management.****

METHOD OF DELIVERY: (CHECK ONE)	☐ PICK-UP	☐ MAIL (SENT VIA PRIORITY MAIL)	☐ EMAIL
MAILING ADDRESS: _____			
EMAIL ADDRESS(ES): _____			

DO YOU NEED THIS EXPEDITED? (CHECK ONE): →
RUSH FEE: \$70.00 - TO BE DELIVERED WITHIN FIVE
BUSINESS DAYS OF REQUEST

☐ YES
☐ NO

TIME OF PAYMENT (CHECK ONE): →

☐ Prior to settlement
☐ At settlement

CAVALIER MANAGEMENT - FEE SCHEDULE:

(subject to change in accordance with The Virginia Resale Disclosure Act)

- | | |
|--|---|
| <ul style="list-style-type: none"> • Inspection of exterior of the Unit: \$140.00 • Preparation & Delivery of disclosure packet, HARD COPY: \$210.00 • Preparation & Delivery of disclosure packet, ELECTRONIC COPY: \$175.00 • Expediting fee (delivered within five business days of request): \$70.00 | <ul style="list-style-type: none"> • Additional hard copy: \$35.00 • Mailing fee (mailed priority): Current USPS Flat Rate Priority Envelope rate • Post-closing fee aka Transfer fee: \$70.00 • Pre-settlement updates: \$70.00 • Additional inspection: \$140.00 |
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