



Disclosure Request Form

Check one:

New Request \$100.00 – Condominium

Request for updated Package \$50.00 (After 60 day Expiration period)

New Request \$200.00 – Townhome/Single Family

I request the Ashburn Farm Association to provide me with a Homeowner's Disclosure Packet. I understand that this fee is non-refundable.

Cash or a Check made payable to "Ashburn Farm Association" or "AFA", is enclosed with this request. *(This is required if the person requesting the package is not the property owner on record with the Ashburn Farm Association).*

This Disclosure Request has been submitted by the Homeowner on record. The following fee will be billed to the homeowner's assessment account for payment. I authorize Ashburn Farm Association to bill my assessment account for:

\$ _____ Signature of Homeowner _____ Print Name _____

I am aware that Ashburn Farm Association will inspect this property as required by the Virginia Property Owner's Association Act, Section 55-512.*

***Are there any dogs on the property? If so, where can we contact you before the inspection to make sure the dogs are secured?** _____

Fill out the information below. Complete contact information is required and used for notification purposes when the packet is ready for pickup. Failure to include accurate information may result in a processing or notification delay.

Seller/Owner Name: _____ Purchaser Name (if available): _____

Property Address: _____

Contact Information: (Name) _____ (Phone) _____

Email Address: _____

Settlement Date (if available): _____ Settlement Company (if available): _____

Signature of Requester: _____ Date of Request: _____

All Disclosure Packets must be picked up and signed for at the Ashburn Farm Association Office – 21400 Windmill Drive, Ashburn, VA, 20147 after notification of completion. Packages are not mailed or delivered. Questions regarding this request can be directed to the Association Office at (703) 729-6680.

For OFFICE USE only

Name(s) on Account: _____ Acct. Status: _____

Exterior Changes Approved: _____

There is a fourteen (14)-calendar day turnaround for all HOA Disclosure requests from the date the request is received. If a RUSH turnaround is required, please consult with the Association office, an additional \$50.00 charge will be applied.