



## 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) \_\_\_\_\_

Settlement Date (if available): \_\_\_\_\_ Settlement Company (if available): \_\_\_\_\_

Signature of Requester: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Email: \_\_\_\_\_ This information must be provided if an electronic copy of the report is requested to be emailed once the package is processed. The report will be emailed when the documents are picked up.

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: \_\_\_\_\_

Account 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.**