



Rotonda Condominium Unit Owners Association
 8352 Greensboro Drive McLean, VA 22102
 703-821-0100

Request for Preparation of Resale Disclosure Packet & Unit Inspection

Complete the form, print, and return to the Front Desk. **Payment is required for processing to begin.** You may pay at the Front Desk of The Rotonda either by check or card. Rotonda Front Desk Hours are Mon thru Fri 8 AM to 9 PM and Sat thru Sun 9 AM to 9 PM. The Office is NOT open on Thanksgiving, Christmas Day, and New Year's Day

<p>UNIT INSPECTION \$ 141.31</p> <p>PAPER COPY \$ 211.96</p> <p>Includes 2 copies Max \$ 353.27</p> <p>UNIT INSPECTION \$ 141.31</p> <p>ELECTRONIC COPY \$ 176.64</p> <p>Include 5 copies Max \$ 317.95</p> <p>EXPEDITE + \$ 70.66</p> <p>5 Business Days rather than Standard 14 Calendar days</p>	<div style="background-color: #e0e0e0; padding: 2px;">PROPERTY—ROTONDA CONDOMINIUMS ONLY</div> <p><i>List the property address OR the Building and Unit</i></p> <hr/> <p>Address line 1 or Building and Unit</p> <hr/> <p>Address Line 2</p> <p>May we use the convenience key for admittance? _____ <i>(if available and in working condition)</i></p> <p>Is the Unit Occupied? _____</p>
<p>ADDITIONAL COPIES QTY _____ X \$ 35.33 At the request of The Seller or Agent FOR PAPER COPIES ONLY</p> <p>ADDITIONAL INSPECTION \$ 141.31</p> <p>UPDATE RESALE DISCLOSURE \$ 70.66</p> <p>_____</p> <p>Resale Order #</p> <p><u>After the Resale Disclosure Request is submitted</u></p> <p>An email receipt regarding acceptance or pending status of the Resale Request will be sent to the Requestor the next day The Rotonda Office is open.</p> <p>If you do not receive a receipt within two business days please contact afields@rotonda.org</p>	<div style="background-color: #e0e0e0; padding: 2px;">OWNER</div> <hr/> <p>Name (First, Last)</p> <hr/> <p>Phone Number</p> <hr/> <p>Email Address</p>
	<div style="background-color: #e0e0e0; padding: 2px;">REQUESTOR</div> <p><i>List only The Owner's name if The Owner is The Requestor</i></p> <hr/> <p>Name (First, Last)</p> <hr/> <p>Requestor's Company (if applicable)</p> <hr/> <p>Phone Number</p> <hr/> <p>Email Address</p>

Resale Disclosures do not have to be obtained again when the resale disclosure was provided as part of a auction package to potential buyers, transferred by gift, transferred pursuant to court order, Foreclosure, or deed in Lieu of Foreclosure. Purchaser may cancel a resale disclosure within 2 days or up to 7 days (of contract or delivery) if extended by contract whether or not resale certificate is complete. Resale Certificate is deemed "Not to be available" if a current annual report has not been filed by the Association and the Common Interest Community Board or with the State Corporation Commission.

I am requesting a Disclosure Package for the above referenced property.

Signature

Date

DELIVERY METHOD

Choose from the Following Options

CERTIFIED FIRST CLASS MAIL

First Recipient

Name (First, Last)

Address line 1

Address line 2

Second Recipient

Name (First, Last)

Address line 1

Address line 2

ADDITIONAL RECIPIENTS

Fill out only if additional printed copies were requested

(3rd) Recipient

Name (First, Last)

Address line 1

Address line 2

(4th) Recipient

Name (First, Last)

Address line 1

Address line 2

E-MAIL

If the receiver's name is unknown, leave blank

Seller

Name (First, Last)

E-mail Address

Purchaser

Name (First, Last)

E-mail Address

Seller's Agent

Name (First, Last)

E-mail Address

Purchaser's Agent

Name (First, Last)

E-mail Address

Other

Name (First, Last)

E-mail Address

FRONT DESK PICK-UP

Contact information for Pick-Up when ready

Name (First, Last)

Phone number

Email address

OFFICE USE ONLY

Received on _____ AM | PM By _____