



“Bruton Glen” Homeowner’s Association

Attn. Board of Director’s
P.O. Box 5546
Williamsburg, Virginia 23188-5546
E-Mail: BrutonGlenHOA@cox.net

~ Homeowner’s Association Disclosure Packet ~ (REQUISITION FORM)

Request for HOA Information

Attention to all Homeowners of Bruton Glen. In accordance to *Virginia State Statutes, Property Owners’ Association Act; Section 55-508* it’s the responsibility of the property owner(s) whose property is for sale to advise and disclose to the purchaser(s) of the said property that such property is subject to the provisions of this statute. It’s also the responsibility of the property owner(s) to provide the purchaser(s) with a Homeowner’s Association Disclosure Packet. This packet may be obtained through the request from the Association’s Board of Director’s by completing this requisition form and submitting it via e-mail or mailing it to the above address. Please be advised that upon request of the Disclosure Packet, an associated fee for producing this packet will be applied towards the homeowner’s account. A fee of \$100.00 is required in order to produce and obtain this packet, along with a \$50.00 property inspection fee, which includes the inspection of the exterior of the property only.

It’s the responsibility of the Association’s Board of Director’s to prepare and produce the Disclosure Packet upon request of the property owner(s) or representing Real Estate Agent. Upon the request and receipt of the Disclosure Packet requisition form, the Association’s BOD’s will be required to produce such document within 14 business days. Once the document has been produced, notification that the packet is ready to be picked-up will be rendered to the property owner(s) or representing Real Estate Agent.

In the matter of expediting this process in regards of producing the Disclosure Packet, will render an additional processing fee of \$50.00, which will be applied towards the homeowner’s account. Expediting this process will mean that the BOD’s must prepare and complete the packet within five (5) business days.

Requisition Date: _____ Expedite Requisition – Initials _____

Please provide the following information; Hard-Copy (Notebook Bound) Electronic Copy (E-Mailed)

Property Owner:

Name: _____

Address: _____

Telephone: _____ (Home)

_____ (Cell)

E-Mail: _____

Purchaser(s):

Name: _____

Address: _____

Telephone: _____ (Home)

_____ (Cell)

E-Mail: _____

Real Estate Agent:

Company: _____

Name: _____

Address: _____

Web Site: _____

Telephone: _____ (Office)

_____ (Cell)

E-Mail: _____

Requisition By: Homeowner Real Estate Agent (please check appropriate box)

Requisition By: _____

(Please Print Full Name)

Date: _____

Signature: _____

(Signature Required)

Date: _____

Disclosure Packet: Checks should be made payable to; *Bruton Glen Homeowner’s Association*

Signature: _____

(Board of Director’s Signature Required Upon Receipt of Requisition Form)

Date: _____