



RCS Management, LLC  
PO Box 8624  
Alexandria, VA 22306  
Office: 703-778-RCS1 (7271)  
Fax: 703-778-RCS2 (7272)  
Email: disclosure@rcsmanagement.org

WWW.RCSMANAGEMENT.ORG

## RESALE DISCLOSURE PACKET REQUEST Revised 01/2011

All disclosure packet requests are made subject to and in accordance with the Virginia statute(s). You must submit this completed form as your official request. Once we receive your request, the packet will be mailed or delivered within fourteen (14) days. This is in accordance with the appropriate provisions of Virginia statute(s). Should you have any questions or concerns as you fill out this form, please contact RCS Management at the numbers above.

### **THE BASE COST OF THE DISCLOSURE PACKET IS AS FOLLOWS:**

**\$125.00 for electronic copy** (provided to no more than three recipients)

**\$150.00 for no more than two hard copies of the packet** (includes delivery via Priority Mail with Delivery Confirmation through the United States Postal Service).

### **THE FOLLOWING OPTIONAL SERVICES ARE AVAILABLE:**

**\$25.00 Courier Fee** (each hard copy packet couriered to recipient – charge is per packet delivered)

**\$50.00 Expedited Request Fee** (packet prepared and delivered within 5 business days)

### **THE FOLLOWING UPDATE SERVICES ARE AVAILABLE:**

*These services must take place within 12 months of the original issuance date of the disclosure packet.*

**\$50.00 Financial Only Update Fee** (involves only updating assessment or financial reports)

**\$75.00 Full Update Fee** (involves inspection to update maintenance/violations and financial update above)

COMMUNITY ASSOCIATION NAME: \_\_\_\_\_

HOMEOWNER NAME(S): \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

HOMEOWNER CONTACT NUMBER: \_\_\_\_\_

LISTING AGENT NAME  
AND CONTACT NUMBER(S): \_\_\_\_\_

**NO PAYMENT IS REQUIRED WITH THIS REQUEST. PAYMENT MUST BE MADE AT SETTLEMENT/CLOSING OR WITHIN 90 DAYS (WHICHEVER OCCURS FIRST).**

**OWNER ACKNOWLEDGEMENT**

**By signing below, I/we acknowledge requesting the disclosure packet in accordance with the base and option services indicated on PAGE 3 of this request.**

I/We understand that the disclosure packet fees (and any special handling/delivery fees, if applicable) will be assessed against my unit. I/We understand that this assessment MUST be paid within ninety days of the issuance of the packet or during settlement/closing (whichever occurs first). I/We understand that if payment is not received, this assessment will remain a continuing lien against the property and lot owner. If the assessment remains unpaid, I/We understand that late fees pursuant to my Association's collection practices may also be applied. I/We acknowledge that my Association may pursue payment of this assessment in accordance with its collections practices (to include a lien and/or other actions, as appropriate) as well as any provisions of state statute applicable.

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

**PLEASE FORWARD THIS REQUEST VIA:**

Email: disclosure@rcsmanagement.org

Fax: 703-778-7272

Postal Delivery: RCS Management, LLC  
Attn: Disclosure  
PO Box 8624  
Alexandria, VA 22306

Drop Off in Person: RCS Management, LLC  
1934 Old Gallows Road, Suite 350  
Vienna, Virginia 22182

Property Address: \_\_\_\_\_

**PLEASE SELECT ONLY ONE (A or B) BY INITIALLING BELOW:**

\_\_\_\_\_ **A-ELECTRONIC COPIES REQUESTED (\$125.00 BASE COST)**  
**INITIAL**

Please provide the email addresses of up to three recipients:

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

**Be advised that all packets are sent as scanned .pdf files that may be rather large in size. Be prepared for a large file download. We recommend high speed download speeds.**

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**EXPEDITE OPTION IS AVAILABLE REGARDLESS OF CHOICE ABOVE.**  
 By initialing below, I/we request the disclosure packet be expedited at an **additional expense of \$50.00**. In this situation, the packet will be prepared and emailed/mailed or couriered within five business days of the original request date.

\_\_\_\_\_ **INITIAL**

**USE THIS SECTION ONLY FOR PACKET UPDATES**

\_\_\_\_\_ **FINANCIAL ONLY UPDATE - \$50.00 EACH**  
**INITIAL** (Includes only assessment and financial report update)

\_\_\_\_\_ **FULL UPDATE - \$75.00 EACH**  
**INITIAL** (Includes inspection and financial update above)

**NOTE: UPDATES WILL BE DELIVERED WITHIN TEN (10) DAYS OF THE WRITTEN REQUEST**

\_\_\_\_\_ **B-HARD COPIES REQUESTED (\$150.00 BASE COST FOR 2)**  
**INITIAL** (Additional copies are available at a cost of \$25.00 plus delivery. Please provide additional addresses on separate sheet of paper)

Please provide the physical addresses for no more than two recipients:

1-Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

2-Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**OPTION:**

\_\_\_\_\_ **COURIER/SPECIAL DELIVERY**  
**INITIAL**

Please have the packets couriered to the above addresses at an **additional charge of \$25.00 EACH**.  
 Note: This courier service is only available to addresses within the Metropolitan Washington area. Someone must be present to sign for and receive the packet. If no signature can be obtained and the packet is returned to RCS, the additional charge will remain in effect and the packet will be sent via priority mail with delivery confirmation.

You may waive the signature requirement and agree to have it left at the door or front desk by initialing HERE: \_\_\_\_\_