

REQUEST FORM FOR PROPERTY OWNERS ASSOCIATION DISCLOSURE PACKET – Effective October 1, 2008

This form must be completed in its entirety and submitted in one of the following ways:

- 1) Via fax to: (703) 272-7730
- 2) Via e-mail to: poa-management@cox.net
- 3) Via U. S. mail to: POA Management Associates LLC, 9091 Wexford Drive, Vienna, VA 22182

Printed name of person making request:	<i>Phone number:</i>
Property address for which packet is requested:	

Costs – Please check the appropriate box (seller is responsible for costs):

<input type="checkbox"/>	Up to two <u>paper</u> copies of the packet within <u>14 days</u> of receipt of a correctly completed request. \$250, plus the cost of delivery. **
<input type="checkbox"/>	Up to two <u>electronic</u> copies of the packet within <u>14 days</u> of receipt of a correctly completed request. \$225, sent via e-mail.
<input type="checkbox"/>	Up to two <u>paper</u> copies of the packet within <u>5 business days</u> of receipt of a correctly completed request. \$300, plus the cost of delivery. **
<input type="checkbox"/>	Up to two <u>electronic</u> copies of the packet within <u>5 business days</u> of receipt of a correctly completed request. \$275, sent via e-mail.

** Note: Disclosure packet may be picked up at management office at no delivery charge.

For paper copy delivery only:	Name and mailing address of person or entity to receive paper copy # 1 (if applicable):	
	Name and mailing address of person or entity to receive paper copy # 2 (if applicable):	
For electronic delivery only:	Name of person or entity #1 to receive electronic copy (if applicable):	
	E-mail address of person or entity to receive electronic copy (if applicable):	
	Name of person or entity #2 to receive electronic copy (if applicable):	
	E-mail address of person or entity to receive electronic copy (if applicable):	

Special Options for Updating Previously Issued Disclosure Packets

The purchaser or seller may request an update for any association disclosure packet issued in the preceding 12 months. The association or management agent has ten days to deliver the update, which must include a copy of the original. The inspection fee for an update is \$100.

Method of Payment

Fees for disclosure packets cannot be collected at the time the request is made; fees are collected at settlement, paid out of settlement proceeds. The seller is responsible for the cost of the packet. If settlement does not occur within 90 days of delivery, or funds are not collected at settlement, the fee becomes a charge against the property and is collected like any other assessment – from the unit or lot owner.

Office Use Only

Date written request received:

Date of delivery:

Total charges to seller's account: