



Blackwood Management, Inc.

Commercial and Community Association Management
10950 Pierson Drive, Suite 600, Fredericksburg, VA 22408
Telephone (540) 710-6800, Fax (540) 710-6743

RESALE DISCLOSURE PACKAGE ORDER FORM

Choose one:

- ___ **E-mailed Electronic Copy** (up to two copies included in this price) **\$ 225.00**
(Allow 14 days for delivery - please provide e-mail address below)
- ___ **Picked Up Bound Paper Copy** **\$ 245.00**
(Allow 14 days for delivery - picked up in our office)
- ___ **Mailed Bound Paper Copy** **\$ 250.00**
(Allow 14 days for delivery - mailed U.S. Priority Mail)

Optional:

- ___ **Add RUSH – MUST call to confirm IF this order can be accommodated** **\$ 50.00**
(Within 5 business days)

Total: \$ _____

Payment Information:

(CHECK ONE BOX): Paid Online Check Mailed VA Deferred

ASSOCIATION: _____

SELLER'S NAME: _____

PROPERTY ADDRESS: _____

Delivery Instructions:

Name and Address of Recipient (*For Mailed Or E-Mailed Orders Only*):

As the owner of above property, I hereby request a Resale Disclosure Package, in accordance with Virginia Property Owner's Act. I understand that, by Virginia State Law, the allowable time frame is fourteen (14) days for preparation and delivery of Resale Disclosure Package and that these charges will be posted as an assessment against my account. The due date of this order will begin upon receipt of this fully completed (no missing information), written request.

SIGNATURE of Owner (OR OWNER'S AUTHORIZED AGENT): _____

(Note: Agent must have authority granted by the Owner or the Agent in writing, in order to apply these charges to the Owner's account)

PRINTED Name (OF ABOVE AUTHORIZED SIGNATURE): _____

Contact Phone Number (required): _____ **Date:** _____

OFFICE USE ONLY:

Method of delivery: Picked up Mailed Priority Mailed Express Sent Electronically

Date of delivery: _____

Delivery Signature: _____