

Leaving Us?

Do not delay your settlement!

Although we hate to see you go, we want to help you with the sale of your home.

This section reviews your responsibilities as the homeowner in selling your home.

Closing attorneys ask for certification from the Board of your home. What this means is the Board must verify that annual dues are up to date, no liens placed on the property by the board, there are no violations fees, and no violations of architectural guidelines that are apparent from a site survey of the home's exterior. Anything that is in violation of the architectural guidelines and was not approved by the Board can be "failed" and you will be required to be in compliance before settlement. This is why the use of the Architectural Review Form is so important to ensure that exterior home improvements are within neighborhood guidelines and changes have been approved.

When you sell your house, you are required by law to provide the potential buyers with a resale disclosure packet prior to acceptance of the contract. The law requires certain documents and specific information to be included in this packet and we have designed our packet to meet all of these legal requirements. Once the prospective buyer receives the disclosure packet, the potential buyers have three days to cancel the contract. So, you will want to make sure you have your packet ready to provide to your buyers. Your agent can help you with the timing of your request because it will take about one or two weeks to complete the packet.

A packet costs \$85.00 for a two-week processing time and payment is required before the process is started. The process includes a check of your current year's dues status and an inspection of the outside of your home and property for violations of the ACC guidelines. An Expedited Packet is also available for \$100 and can be completed in five business days. To order a packet, complete the Resale Disclosure Packet Request that is on the web site.

Mail the form and payment to:

Spring Grove Farm HOA Section B & C,
Attn: Home Owner Package Request
P.O. Box 522, Sterling, VA 20167-0522

Or you can drop the form and check off at:

Joan Clark, CPA
Spring Grove Farm HOA Package Request
46400 Benedict Drive, Suite 203
Sterling, Virginia 20164

If you have questions or problems, send an e-mail to SprinGroveFarm@gmail.com

Spring Grove Farm Section HOA
Sections B & C
P. O. Box 522, Sterling, Virginia 20167-0522

RESALE DISCLOSURE PACKET REQUEST
Please Print Clearly

Property Address: _____

SGFHOA Lot Number: _____

Current Owners: _____

Real Estate Agent: _____

Real Estate Agent Phone Number: _____

Real Estate Agent Fax Number: _____

POC for this Request: _____

Phone: _____ E-Mail: _____

Date of Request: _____

****Please select below your choice of cost and processing time.
(Processing time begins with receipt of request and payment.)***

- Regular Packet (\$85 – 2 weeks for processing & mailing)**
 Expedited Packet (\$100 – 5 business days for processing & express mailing)

(Make checks or money order out to "Joan Clark CPA")

**Docs may be paid for at closing. If fees are not paid by the closing date the new owner will be responsible for the cost and all associated late fees.*

MAIL TO: Spring Grove Farm HOA Section B & C Attn: Home Owner Package Request P.O. Box 522 Sterling, VA 20167-0522	DROP OFF: Joan Clark, CPA Spring Grove Farm HOA Package Request 46400 Benedict Drive, Suite 203 Sterling, Virginia 20164
---	---

**If at any time during the process you have questions, e-mail us at
SpringGroveFarm@gmail.com**