

## **Leaving Us?**

# **Do not delay your settlement!**

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

**There are a few steps you need to take so your settlement is not delayed.**

- 1) Request Pre-sale Compliance Inspection at LEAST 30 days, 60 days are preferred, before the-listing is published,**
- 2) HOA cannot guarantee short turn around,**
- 3) Pre-sale Compliance Inspectors are volunteers and will do their best when time constraints are under 30 days,**
- 4) Review Most Common Items List found for non-compliance,**
- 5) HOA will perform one more free inspection and one update to this document. All subsequent inspection(s) and / or updates will be charged \$200.**

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.

Complete the Resale Disclosure Packet Request and Pre-sale Compliance Inspection below.

Mail the form and payment to:

Spring Grove Farm HOA Section B & C, Attn:  
Homeowner 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](mailto:SprinGroveFarm@gmail.com)

## Spring Grove Farm Homeowners Association Sec. B & C

PO Box 650221 Sterling, VA 20165

(p) 703-444-9763 (f) 703-444-0813

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### HOA RESALE DOCUMENTS REQUEST FORM

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

Seller: \_\_\_\_\_ Buyer: \_\_\_\_\_

Buyer's Real Estate Agent: \_\_\_\_\_

Buyer's Agent Phone: \_\_\_\_\_

Buyer's/Seller's Agent E-mail: \_\_\_\_\_

When my docs are ready I would like to be: \_\_\_ emailed \_\_\_\_\_ phoned

#### Select One:

\_\_\_\_\_ Regular Processing \_\_\_\_\_ Expedited Processing

*\*Processing will start after the Exterior Architectural Review is completed.*

*Scheduling a review is arranged with the HOA Board. Please email*

*[SpringGroveFarm@gmail.com](mailto:SpringGroveFarm@gmail.com) and [ACC.SGFHOA@gmail.com](mailto:ACC.SGFHOA@gmail.com) for scheduling.*

#### COSTS:

\$150.00 – Regular Processing (Up to 2 Weeks)

\$250.00 – Expedited Processing (Up to 5 Days)

In Addition Add:

\$50.00 – Transfer Fee

Please make checks payable to “Joan F Clark CPA”.

*Packets 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.*

**When the docs are ready they must be electronically sent to the buyers/sellers agent.**

**Please Fax this request (703-444-0813)**

**Email: [Sandi@JFCCPA.com](mailto:Sandi@JFCCPA.com) or**

**Mail this request (PO Box 650221; Sterling, VA 20165) at least  
3 weeks prior to your expected closing.**

Rec'd \_\_\_\_\_

Signed: \_\_\_\_\_