

## Cobblestone Management Group, LLC

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Martinsburg, WV 25402

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Email: [contact@cobblestone-management.com](mailto:contact@cobblestone-management.com)

### *Closing Information and Disclosure Request*

The fields marked with an asterisk (\*) must be completed in order to process your request.

RE-SALE OR DISCLOSURE PACKET as required by the Documents of the Homeowners Associations this information is to be provided to the BUYER by the SELLER.

*Balance inquiries are to be made 5-10 days PRIOR to closing. Any unpaid balances, including resale package processing fees, maintenance services, etc., shall be posted to the association account and are the responsibility of the SELLER.*

\*Today's Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*Closing Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

This Closing Is Confirmed Circle YES NO

### **Seller Information**

\*Community/Association: \_\_\_\_\_

\*Seller's Name: \_\_\_\_\_

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

### **Buyer Information**

\*Purchaser(s) Name(s): \_\_\_\_\_

\*Purchaser Mailing Address: \_\_\_\_\_

(If other than property address)

### **Closing Attorney/Lender Information**

\*Requestor's Name: \_\_\_\_\_ \*Phone: \_\_\_\_\_

\*Company/Law Firm: \_\_\_\_\_

\*Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Please send the resale transaction statement from settlement via  First class mail to Cobblestone Management Group at the address above.

### **Requested Documents to be provided by the SELLER to the BUYER PRIOR to closing:**

Association Disclosure Packages Including Declaration of Covenants, Conditions and Restrictions, Bylaws, Current Operating Budget

Rush charge for requests received less than 24 hours prior (9:00am on the) to closing date is an additional **\$35.00**

**FEE: \$95.00** - per set Checks Payable to Cobblestone Management Group, LLC

**Fee: \$10.00 Postage Fee**

Additionally, there is a **\$50.00 Transfer Fee** that may be paid at settlement from the seller to Cobblestone Management Group, LLC.

Account #: \_\_\_\_\_

Request Receipt date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Sent & Fee posted: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

(over)

## With reference to our Resale Disclosure/Closing Transaction processing:

In accordance with management agreements with our client communities, our offerings may include financial and administrative services, facilities management and maintenance oversight, as well as architectural control monitoring. Administrative services, more fully described below, which are required as a result of the sale of a home.

Within ten (10) days following written request, a resale transaction statement evidencing the association account status shall be provided. While this statement is the most prominent document delivered during the resale process, there are a variety of administrative activities that comprise the resale transaction procedure. These activities include:

- Provide account balance and delinquency information prior to closing to ensure all fees are collect from seller as due to the homeowners association.
- Pre and post sale provision of information and support to requesting realtors, sellers, prospective buyers and purchasers. Provide information and documentation regarding the community, its services, association budget and dues, standards and restrictions as well as other information. Respond to pre-closing exterior change/modification questions, as submitted.
- Post sale provision of information and support to requesting appraisers, mortgage lenders, home inspectors and Attorneys. Provide community information and statistical data for completion of required documentation detail forms.
- Receipt and completion of Association questionnaires or PUD forms from requesting mortgage providing parties to facilitate the loan approval process. Provide overview and detailed community information pertaining to unit count, occupancy percentage, build out history, association services, amenity description, financial account balances, budget and delinquency data, insurance coverage and litigation status. This service is provided at additional cost option as required. *\$75.00 is payable prior to completion questionnaire please include a check payable to Cobblestone Management Group, LLC when submitting the PUD to expedite the process.*
- Perform accounting procedures to purge old owner accounts and hard copy files. Initiate new owner account information, including association charge generation. Post payments against account balance (if any), etc.
- Preparation and distribute introductory and orientation information to new owner pertaining to association operations, its services, payment requirements, rules and regulations and other important helpful information.
- Provide new owner welcome and support including review of the introductory information described above.

We hope this helps clarify our Resale Disclosure/ Closing Transaction process.