



**KINGSTON CHASE
HOME OWNERS ASSOCIATION, INC.**

P.O. Box 332 Herndon, VA 20172

KINGSTON CHASE HOA – DISCLOSURE PACKET REQUEST FORM

Email to: info@kchoa.org (Preferred)

OR Mail this form to:
KCHOA – Disclosure Request
PO Box 332
Herndon, VA 20172

Settlement Date: _____ Seller’s Realtor: _____

Seller (Owner) Requesting Packet: _____

Property Address: _____

Property Inspection (Required) Contact info for scheduling inspection only

Check if vacant (for sales inspection scheduling purposes only)

Email: _____ Phone: _____

Disclosure Packet Options:

Full Resale Disclosure Packet (\$145)

Resale Disclosure Update (only to update Full Packet orders processed within the last 12 months)
(\$55)

Please expedite (5 Business Days) (Fee applies) **(\$55)**

Delivery options:

Email: _____

OR

Mail Disclosure Package to: (\$25 for each copy over 1) – **Actual Fed-Ex Fees will apply:**

Name: _____

Mailing Address: _____

By signing below, I acknowledge and understand that the resale documents are being provided as a service and as such, payment must be made regardless of whether or not the sale of the property is completed. I acknowledge that if payment is not made by the seller at closing sooner than 90 days from the date of this request, the seller or their agent will promptly provide payment 90 days from the date of this request.

Printed Name: _____ Date: _____

Signature of Seller or Authorized Agent: _____