



“Bruton Glen” Homeowner’s Association

Attn. Board of Director’s

P.O. Box 5546

Williamsburg, Virginia 23188-5546

E-Mail: BrutonGlenHOA@cox.net

~ Homeowner’s Association Disclosure Packet ~ (REQUISITION FORM)

To All Homeowner’s & Real Estate Agents or Designated Representatives;

Request for HOA Information (Disclosure Packets): Attention to all Homeowners of Bruton Glen. In accordance to *Virginia State Statutes, Property Owners’ Association Act; Section 55-508* it’s the responsibility of the property owner(s) whose property is pending sale to advise and disclose to the purchaser(s) of the said property that such property is subject to the provisions of this statute. It’s also the responsibility of the property owner(s) to provide the purchaser(s) with a Homeowner’s Association Disclosure Packet. This packet may be obtained through the request from the Association’s Board of Director’s or representing agency by completing this requisition form and submitting it via e-mail or mailing it directly to the above mailing address. Please be advised that upon request of the Disclosure Packet, an associated fee for producing this packet will be applied towards the homeowner’s account. A fee of \$100.00 is required in order to produce and obtain this packet, along with a \$50.00 property inspection fee, which includes the inspection of the property’s exterior structure and premises only.

In the matter of expediting this process in regards of producing the Disclosure Packet sooner, will render an additional processing fee of \$50.00, which will be applied towards the homeowner’s account. Expediting this process will mean that the BOD’s shall prepare and complete the packet within five (5) Business Days.

Responsibility of the Association’s BOD’s and/or Representing Agency:

It’s the responsibility of the Association’s Board of Director’s to prepare and produce the Disclosure Packet upon request of the property owner(s) and/or representing Real Estate Agent. Upon the receipt of the Disclosure Packet requisition form, the Association’s BOD’s and/or representative will be required to produce such document within 14 Business Days (Excluding Weekends & Holidays). Once the document has been produced, notification will be rendered to the property owner(s) and/or representing Real Estate Agent, that the packet is ready and has been completed and has been either mailed, e-mailed, delivered, or ready too pick-up.

Responsibility of the Homeowner(s) and/or Real Estate Agent(s):

It’s the responsibility of the Homeowner(s) and/or Real Estate Agent(s) to complete the requisition form in its entirety. All information is required to be completed by the seller(s) or Real Estate Agent prior to submittal of this form in order to validate the delivery of the documents to the authorized person(s) in a timely manner. Missing information will only delay the process and incomplete requisition forms will be returned to the individual(s) submitting the requisition form for completion.



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Date of Requisition: _____

☐ **Expedite Requisition – Initials** _____

Please Check ☒ Only One Box:

☐ **Hard-Copy (Notebook Bound)**

☐ **Electronic Copy (E-Mailed)**

Please provide the following information;

Scheduled Closing Date: _____

Property Owner(s)/Seller(s):

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ (Home) _____ (Cell)
(Cell Ph. #'s or Optional)

E-Mail: _____

Buyer(s)/Purchaser(s):

Name: _____

Street Address: _____

City/State/Zip: _____

Telephone: _____ (Home) _____ (Cell)
(Cell Ph. #'s or Optional)

E-Mail: _____

Real Estate Agents Contact Information:

Company: _____

Agents Name: _____

Street Address: _____

City/State/Zip: _____

Web Site: _____

Telephone: _____ (Office)

_____ (Cell Ph.# – Optional)

E-Mail: _____

Please indicate to whom the Disclosure Packet is to be delivered to; ☐ **Buyer(s)** ☐ **Real Estate Agent**

Requisition Submitted By: (please check appropriate box)

☐ **Homeowner(s)** ☐ **Real Estate Agent**

Requisition By: _____
(Please Print Full Name)

Signature: _____
(Signature Required)

Date: _____

HOA Disclosure Packet Fees: Checks should be made payable to; **Bruton Glen Homeowner’s Association**

~ BOD’s Official Use Only ~

Requisition Form Received by Association’s BOD’s and/or Representative:

Signature: _____
(Board of Director’s Signature Required Upon Receipt of Requisition Form)

Date: _____