



Franklin Farm Foundation
Disclosure Packet Request Form

OWNER'S NAME(S): _____

PROPERTY ADDRESS: _____

OWNER'S ADDRESS (if different): _____

CITY: _____ **STATE:** _____ **ZIP CODE:** _____

OWNER'S PHONE NO: _____ **CELL PHONE NO:** _____

SETTLEMENT AGENT NAME: _____

SETTLEMENT AGENT ADDRESS: _____

PHONE NO: _____ **DATE OF SETTLEMENT:** _____

REAL ESTATE AGENT/COMPANY: _____

ADDRESS: _____

PHONE NO: _____ **CELL NO:** _____

Please check all that apply:

- Electronic Package – \$225.00
- Hard Copy Package – \$250.00
- Rush Delivery (5 business days) – \$50.00
- Extra Copies – \$25.00

___ **Pay now** or ___ **At Settlement**

Total Due to Franklin Farm Foundation:
\$ _____

I, _____, hereby request resale disclosure information about Franklin Farm Foundation according to the terms of the Virginia Property Owners Association Act (POAA). **The POAA requires Franklin Farm Foundation to release the documents ONLY to the Owner or his/her authorized agent.** If the undersigned is an agent of the owner, please attach to this form the Owner's letter of authorization, a copy of the realtor contract, or Power of Attorney.

The Disclosure Documents will be available for pickup fourteen (14) days after the request has been received. If the "ready date" falls on a Saturday, the Disclosure Documents will be available for pick up the preceding Friday. The resale packet is valid for one year from today's date. Updates may be requested and will be provided per POAA requirements. In order to prepare the Disclosure Documents, Franklin Farm Foundation will inspect the exterior of the property and may need to enter upon the property to do so.

Signature of Requestor: _____ **Date:** _____

For office use only	
Date Received: _____	Check #: _____ Amount: \$ _____ Packet Due Date: _____
Signature at time of Pickup: _____	Date: _____
Date Documents Emailed: _____	