

**Saratoga Community Association, Inc.
Resale Packet Processing
P.O. Box 479
Springfield, VA 22150
Fax 703-455-8259**

Dear Resale Client:

**Thank you for requesting resale information from Saratoga Community Association, Inc.
Our goal is to process your resale information as quickly and accurately as possible.**

Effective January 16, 2018 the processing fee for a Resale Disclosure Package is dependent upon the manner in which the resale package is provided and how it is delivered. Please refer to the schedule of fees enclosed that correspond to the fee structure established by the Virginia General Assembly.

**Please complete the enclosed resale request form and fax, mail it, or email it to the following email.
scaboard@saratogacommunity.net**

Thank you for the opportunity to serve you.

**Sincerely,
Cathleen Turner
President – Saratoga Community Association, Inc.**

Saratoga Community Association HOA Resale Package Request

Date: _____

Type of sale: Foreclosure Short Sale Regular Sale

Property Address: _____

Date of Foreclosure if applicable: _____ (Must have a copy of Foreclosure Deed)

Sellers Information:

Sellers Full Name _____

Sellers address (if different than unit): _____

Buyers Information:

Buyer's Full Name: _____

Co-Buyers Full Name: _____

Buyer's current address: _____

Buyers Phone: _____

Select "Certified Mail", "Pick Up" or "Hand Delivery" (Electronic delivery not available)

Certified mail - mail completed Resale Package To: (must sign for it)

Name: _____

Address: _____

Pick Up - Resale Package in Springfield, VA (must sign for it)

Name of person to contact for pick up: _____

Phone Number to call for Pick up: _____

Contact Information for individual submitting information

Name and Phone Number: _____

Email Address: _____

Hand Deliver – Resale Package (must sign for it)

Name: _____

Phone Number: _____

Delivery address: _____

Processing Charges:

| | | |
|--|-------------------|--------------------------|
| Resale Package & Inspection | (\$100.00) | |
| Post-closing fee | (\$ 55.00) | |
| Expediting of Resale Package | \$55.00 | <input type="checkbox"/> |
| Update of Resale Package financial/inspection (within 12 months) | \$55.00 | <input type="checkbox"/> |
| Certified mail | No Charge | |
| Hand Delivery | \$10.00 | <input type="checkbox"/> |

Payment Information:

Check Enclosed Will be paid at Settlement

Make check payable to: **Saratoga Community Association**
P.O. Box 479
Springfield, VA 22150

Make sure to include the property address on the memo of the check!!!!

Note: The form must be typed and filled out completely before processing will begin!!!!!!