



CONGRATULATIONS on the sale of your property! Below are instructions to order a Virginia Resale Certificate.

The notice from the Common Interest Community Board (CICB) is included below, which provides the allowable fees for Resale Certificates.

If you are a homeowner selling your unit, or have not ever registered for an account, please go to www.flannerypm.com and click the link to Order Resale Packet. You will be redirected to <https://amv-fpm.condocerts.com/resale> to register/place your order.

- If this is your first time using CondoCerts, you will need to Register for an account. Once that is completed and you have agreed to the Terms of Use, click Continue. **YOU WILL NEED TO REMEMBER YOUR LOGIN AND YOUR PASSWORD!**

Once registered:

- Click On "Place Your Order Now!" button in the middle of the page.
- Type in the Association name – Continue (less is fine – i.e. "Mayfair" vs. Mayfair Woods, Mayfair Oaks, etc)
- This should bring up your association, (or if more than one, Select your community), Click on your Community's name – Continue
- Enter the PROPERTY ADDRESS THAT IS FOR SALE – Continue
- Verify the information. If correct, Continue
- Under PRODUCTS - Select "VIRGINIA RESALE CERTIFICATES"; Click on Continue
- Select Standard Disclosure Package (14 calendar days), or Rush Disclosure Package (5 business days) – Continue
- Next shows the documents for the community. Select your Delivery Options - Electronic delivery is the default at no additional charge, or you may upgrade for additional fees. Continue
- For Electronic Delivery, enter the parties' email addresses. You may add your agent/seller, buyer/their agent. Continue
- ALL FIELDS MARKED WITH AN ASTERISK * MUST BE FILLED IN. IF YOU DO NOT HAVE RELATED INFO, YOU MAY ENTER UNKNOWN, TBD, NONE, ETC
- Complete the Transaction Information section with the seller's information (Current Owner of the property).
- Complete Seller's Forwarding Address, Buyer/Borrower Info, Title Company Info – Continue
- Review ALL Information entered. Continue
- Agree to Terms and Conditions. Certify that you are a representative to the title co/seller and accepting the order is binding. Continue – this will place the order and provide you with Summary of your order.
- ****As of July 1, 2023, all fees for the packet will be due when placing your order.****
 - NOTE: Once the packet is completed by Management, there will be no refunds issued, even if you cancel the order, take the property off the market/decide not to sell, sale falls through.
- **You may SHARE the order and include additional email addresses (up to total of 5) which will receive 2 emails from CustomerService@CondoCerts.com when your order is completed. One will have a link to all the document files (bylaws, declaration etc), and the other will have a pdf file with the Resale Certificate and the Virginia CICB/DPOR notice. Any email addresses you include in your order will receive these emails as well.**
- **If you do not include a buyer/agent's email addresses, or should you change buyers after you've placed your order, you will be able to forward both of the emails you receive from CondoCerts, to the prospective buyers/their agent.**
- **Buyers will need to download the documents from the link in the email, as that link will expire. Please be sure they know that.**
- Per Virginia Code Effective July 1, 2023: **§ 55.1-2316. Resale certificate; fees:** A. An association may charge a post-closing fee and fees for preparation, delivery, and expedited delivery of a resale certificate, an updated resale certificate, or financial update and for the inspection of a unit performed to prepare the resale certificate or updated resale certificate. Unless provided otherwise by the association, the appropriate fees shall be paid when the resale certificate, updated resale certificate, or financial update is requested. The seller shall be responsible for all fees associated with the preparation and delivery of the resale certificate, including any fees for inspection of the unit. The requesting party shall pay any fees for the preparation and delivery of the updated resale certificate or financial update.
- **Be sure to have your settlement company contact us for account and packet information after you have placed the order!**

IF AT ANY TIME YOU NEED ASSISTANCE,
PLEASE DO NOT HESITATE TO CONTACT CUSTOMER SERVICE AT 1-800-310-6552

Once you submit your order, we are allowed up to 14 calendar days to complete the order. RUSH processing is at the option of management, and we are allowed 5 business days to complete the order. Should you opt for RUSH processing AND Hard Copy, please understand that you will have access to your electronic files within the 5 business days and may review and download those files, however it will take additional time for CondoCerts to process and mail the packet, and for the post office to deliver to you. You will be notified via email should management be unable to accommodate rush processing.

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MAXIMUM ALLOWABLE PREPARATION FEES

Disclosure Packets for Professionally Managed
Condominium & Property Owners' Associations
Includes Fees Updated January 12, 2023 by
Department of Professional & Occupational Regulation
Common Interest Community Board | www.dpor.virginia.gov

\$141.31 for inspection of the exterior of the dwelling unit and lot <i>if authorized in the declaration</i> and as necessary to <u>prepare</u> the disclosure packet.
\$211.96 for preparation and delivery of the disclosure packet in <i>paper form (for no more than two copies)</i> OR \$176.64 total in <i>electronic form</i> . Only one fee shall be charged for preparation and delivery of the disclosure packet.
\$70.66 for an additional fee to expedite the inspection, preparation, and delivery of the packet (if completed within five business days of the request)—but only if the preparer agrees to do so (<i>optional</i> at request of seller/agent).
\$35.33 for an additional hard copy of the packet (<i>optional</i> at request of seller/agent).
Actual cost for third-party commercial delivery service to hand-deliver or overnight the packet (<i>optional</i> at request of seller/agent).
\$70.66 post-closing fee charged to the purchaser to update ownership records of the association.
\$70.66 for pre-settlement updates to the packet.
\$141.31 for additional inspection of the exterior of the dwelling unit and lot <i>if authorized</i> by the association declaration (<i>optional</i> at request of purchaser/agent).

Virginia law requires that when reselling a unit or lot in a common interest community, the unit/lot owner must provide a potential purchaser with certain legally required information regarding the development, common elements/area, and the association. The Virginia Resale Disclosure Act (§ 55.1-2307, et seq.) calls the legally required information a resale certificate. The resale certificate must be requested by the seller, prepared by the association, and delivered to the potential purchaser.

Pursuant to § 55.1-2316.A of the Virginia Resale Disclosure Act and unless provided otherwise by the association, the appropriate fees shall be paid when the resale certificate, updated resale certificate, or financial update is requested. The seller shall be responsible for all fees associated with the preparation and delivery of the resale certificate, including any fees for inspection of the unit. The requesting party shall pay any fees for the preparation and delivery of the updated resale certificate or financial update. (1.12.23, amended 7.01.23)