

Hutcheson Realty, Inc.

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Virginia Beach, VA 23464
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Phone: (757) 424-2222 Fax: (757) 424-2921

RESALE DISCLOSURE PACKAGE REQUEST 14 day standard turn around / Rush = Max. 5 day turn around

Condo or Community Addendum to Purchase Agreement or owner's written request: Faxed ___ Scanned ___ Attached ___

COMMUNITY NAME:	Date of Request:
Property Address:	Est. Closing Date:

SELLER	Office / Fax / Mobile
Seller's Name:	Phone:
Address:	Email:
City / State / Zip:	

LISTING AGENT	Office / Fax / Mobile
Agent's Name:	Phone:
Company / Agency:	Email:

PURCHASER	Office / Fax / Mobile
Purchaser's Name:	Phone:
Address:	Email:
City / State / Zip:	

PURCHASER AGENT	Office / Fax / Mobile
Agent's Name:	Phone:
Company / Agency:	Email:

SELLER SETTLEMENT CO. (Must be completed prior to closing)	Office / Fax / Mobile
Contact Name:	Phone:
Company Name:	Email:

BUYER SETTLEMENT CO. (Must be completed prior to closing)	Office / Fax / Mobile
Contact Name:	Phone:
Company Name:	Email:

Check all that apply:

Exterior/Compliance ___ \$100.00	Hard Copy ___ \$150.00	CD or USB Version (circle one) ___ \$125.00	Update Only ___ \$50.00
Inspection Fee (required)	Rush ___ \$50.00		

Total of checked items \$ _____

Checks or money orders to be payable to **Hutcheson Realty, Inc.**

Property Inspected on:	_____
Certificate Completed:	_____
Notified Requestor:	_____
Person Picking up Certificate:	_____ (Date)
Print Your Name:	_____

NEW PROPERTY SET UP
_____ HUD-1 Settlement Form Received
_____ Owner Information Sheet Sent
_____ Coupons / ACH Forms Mailed
_____ Welcome Letter (if applicable)