­­Riverview Homeowners Association

DBA Occoquan Landing Community Association

Thank you for contacting our Association. We will gather your documents as soon as possible. We are a 100% volunteer HOA run community. Please allow one week (7 days) to fill this order. PLEASE NOTE: **IF THIS FORM IS INCOMPLETE, RESPONSES TO THE TITLE COMPANY FOR CLOSING INFORMATION WILL BE DELAYED UNTIL WE HAVE THE REQUIRED INFORMATION**. We have a responsibility to the community to make certain milestones have been met with the transfer of ownership.

We are currently not requiring payment prior to release of documents or prior to the ACC inspection, so we ask for **complete** title company information. Please complete the order form below by putting the requestor’s name in each item being ordered – fees to be collected at closing:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ITEM | FEE | REQUESTED BY | PHONE # | EMAIL or PHYSICAL ADDRESS  |
| HOA resale docsElectronic copy | $100 |  |  |  |
| HOA resale docsPaper copy | $150 |  |  |  |
| ACC Inspection(resale only)  | $50 |  |  |  |
| Rush (each above) | $35 |  |  |  |
| Lender PUD Form | $75 |  |  |  |
| Transfer of Account | $25 |  |  |  |

To better facilitate the transfer of the HOA account for this property and to provide the title company with our closing instructions, please provide the following information:

|  |  |
| --- | --- |
| Address:  |  |
| CLOSING DATE: |  |

**Is this unit being purchased by an owner occupant? Closing date:**

|  |  |
| --- | --- |
| SELLER’S AGENT: |  |
| Company: |  |
| Phone #: |  |
| Email: |  |

|  |  |
| --- | --- |
| BUYER’S AGENT: |  |
| Company: |  |
| Phone #: |  |
| Email: |  |

|  |  |  |
| --- | --- | --- |
| Request received: | HOA pkg to listing agent: | HOA pkg to buyer & agent: |
| ACC ordered: | ACC re-inspection: | Pre-closing notice to buyer: |
| Bookkeeping Ordered: | Letter to seller: | Charges placed on acct & statement requested: |
| Assigned Parking Passes | Buyer acknowledgement of ACC violation: | Trash Inspection: |
|  |  |  |

|  |  |
| --- | --- |
| SELLER’S NAMES |  |
| Email #1Email #2 |  |
| Title Company  |  |
| Title phone # |  |

|  |  |
| --- | --- |
| BUYER’S NAMES |  |
| Email #1Email #2 |  |
| Title Company  |  |
| Title phone # |  |