

RETURN COMPLETED FORM TO: OccoquanLanding@gmail.com
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 ADDRESS
HOA resale docs Electronic copy	\$150			
HOA resale docs Paper copy	\$150			
ACC Inspection (resale only)	\$75			
Rush (each above)	\$50			
Lender PUD Form	\$50			
Transfer of Account	\$50			

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?

Does the seller currently occupy this unit?

SELLER'S AGENT:	
Company:	
Phone #:	
Email:	

BUYER'S AGENT:	
Company:	
Phone #:	
Email:	

SELLER'S NAMES	
Email #1 Email #2	
Title Company	
Title phone #	

BUYER'S NAMES	
Email #1 Email #2	
Title Company	
Title phone #	

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:

PO BOX 85 ~ OCCOQUAN, VA 22125