



Armstrong Management Services, Inc.
Resale Processing
3949 Pender Drive, Suite 205
Fairfax, VA 22030
(703) 385-1133 or (504) 288-4634 Fax (703) 591-5785



Memorandum

06/30/08

TO: Resale Client
FR: Resale Department, Armstrong Management Services, Inc.
RE: Important Information Regarding Resale Disclosure Package

Dear Resale Client:

Thank you for requesting resale information from Armstrong Management Services!

Our goal is to process your resale information as quickly and accurately as possible, and to ensure that you receive the most efficient and responsive service available anywhere in our management area.

In keeping with that high standard, we have upgraded our systems to take advantage of the latest electronic processing technologies, and have modified some of our materials to make submitting your resale request easier than ever before. For your convenience, we are attaching our improved resale request form for your use.

For Virginia owners, effective July 1, 2008, 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 our schedule of fees enclosed that correspond to the fee structure established by the Virginia General Assembly. In addition, you may now choose to charge the full processing fee and shipping charges to your assessment account and have the fee paid at settlement. If you wish to take advantage of this payment option, you must download a copy of the Virginia Request Form and mail or fax to Armstrong Management Services, Inc.

Please be sure to copy and use this form for all requests from this date forward, and discontinue using any older forms that you may have on file. You can also submit a request online, by visiting us at www.armstrong-mgt.com.

As always, we appreciate the opportunity to serve you.

Sincerely,

Armstrong Management Services, Inc.
Resale Department



Armstrong Management Services, Inc.
Resale Processing
3949 Pender Drive, Suite 205
Fairfax, VA 22030
(703) 385-1133 or (504) 288-4634 Fax (703) 591-5785

Processed by



COST OF SERVICES AND COMPENSATION RELATED TO PREPARATION OF RESALE CERTIFICATES AND ASSOCIATION DISCLOSURE PACKETS

The Agent will perform the following services related to preparing the necessary documents for the sale of lot or a unit in the Association (Resale Disclosure Documents), as required by applicable Virginia Statute. All fees will be paid to the Agent by the Association, and if not paid in advance by the requesting party, or collected within 90 days at settlement proceedings, all such fees will be charged to the account of the lot or unit owner involved, pursuant to authority established by Statute:

Preparation and Delivery:	No less than \$150.00 per requested hard copy, \$125.00 electronic copy, \$25.00 each additional copy. In all cases not more than the maximum allowed by state Statute. The electronic copy is not available at this time.*
Inspection Services:	No less than \$100.00 per request, and not more than the maximum allowed by Statute, inspection is required.
Expedited Service (as defined by Statute):	No less than \$50.00 per request, and not more than the maximum allowed by Statute. Must schedule with Resale Coordinator by calling 703-385-1133.
Overnight or hand delivery:	At cost for third party delivery service
Resale Certificate and Disclosure Packet Updates (as defined by Statute):	No less than \$50.00 per request, and not more than the maximum allowed by Statute
Financial Updates (as defined by Statute):	No less than \$50.00 per request, and not more than the maximum allowed by Statute
Post-closing Fee for New Account Setup:	\$50.00 per owner, and not more than the maximum allowed by Statute

* Please note that the electronic copy will be available in the future from a website currently under construction. We will make the electronic copy available as soon as the new website is complete.



Armstrong Management Services, Inc.
 Resale Processing
 3949 Pender Drive, Suite 205
 Fairfax, VA 22030
 (703) 385-1133 or (540) 288-4634 Fax (703) 591-5785
 resales@armstrong.net



Virginia Request for Resale Package

DATE: _____

INSTRUCTIONS:

Please provide the following information, which is required in order to process a Resale Package.

NOTE: FORM MUST BE FILLED OUT IN ITS ENTIRETY BEFORE PROCESSING WILL BEGIN.

Please designate if the fee will be charged to the unit/lot account and paid at settlement or include credit card information or a check, made payable to WelcomeLink®/Armstrong Management Services, Inc. with your mailed request. Faxed requests must include credit card payment information as required below.

Effective July 1, 2008, Virginia owners may now choose to charge the full processing fee and shipping charges to their assessment account. To take advantage of this option, please refer to the payment information section of this request form.

The processing of a Resale Package, which includes the Resale Certificate Statements and Association Documents, is a contracted service of Armstrong Management Services, Inc., acting as agent for the Association. The processing fee for this service is not included in the homeowner's regular assessment.

Preparation of the Certificate for Resale must be completed within 14 days from the receipt of this request.

Property Information

Property Address (P.O. Boxes not accepted): _____ Unit #: _____

City: _____ State: _____ Zip: _____

Community Name: _____

Seller Information

Seller's Full Name: _____

Co-Seller's Full Name: _____

Seller's Address (if different than Unit Address): _____

Seller's Home Phone: _____ Work Phone: _____ Fax: _____

Seller's E-Mail: _____

Buyer Information

Buyer's Full Name: _____

Co-Buyer's Full Name: _____

Buyer's Address: _____

Buyer's Phone: _____ Fax: _____ E-Mail: _____

For Office Use Only
Pd up front Date _____
Chg Assmt Acct Date _____

Delivery Information

Requested By: _____ Phone: _____

Deliver Completed Resale Package to:

Type of Address: Business Residence

Recipient Name: _____

Business Name (if applicable): _____ Phone: _____

Street Address (P.O. Boxes not accepted): _____

City: _____ State: _____ Zip: _____

If you provide a fax or e-mail below, the Resale Certificate Statement will be sent to you when processing is complete.

Fax Attention: _____ Fax: _____

Additional Fax Attention: _____ Additional Fax: _____

E-mail: _____ Additional E-Mail: _____

Processing

Resale Certificate Statements (faxed upon completion if requested) and Association Documents:

Processing Fee _____
(inquire with the Resale Coordinator for the specific fee for an Association)

Shipping Method

Standard Shipping (4-Day Ground) Included in Cost
 2-Day Shipping - \$19.95 _____
 Next Day Shipping - \$39.95 _____

Total Due: _____

Payment Information

Check Enclosed (mailed requests only; fax requests must include credit card information)

Charge the seller's assessment account for the full processing fee plus shipping.

Seller's or Authorized Agent's Signature: _____

Credit Card Information: _____

Cardholder Name: _____

Card Number: _____ Exp. Date: _____

Card Type: Visa Mastercard American Express Discover

Cardholder acknowledges that processing fees are not cancelable or refundable. Charges will be processed by WelcomeLink®/Armstrong Management Services, Inc.

Cardholder Signature: _____