



Request for Certificate Pursuant to the Maryland Homeowners Association Act

The undersigned owners, or agent for, (name) _____ of (property address) _____ request, pursuant to the **Maryland Homeowner Association Act**, effective July 1, 1987, that the Montgomery Village Foundation (MVF) furnish a certificate containing the information required by this law.

PROCESSING COSTS

(check one)

\$175 Disclosure

Allow ten (10) business days to process

\$200 RUSH disclosure

Allow five (5) business days to process

Contains disclosure certificate, including inspection of unit for architectural violations and Montgomery Village Foundation, Inc. and HOA Articles of Incorporation and By-laws.

PLEASE NOTE:

- There may be an additional \$25 fee if existing unapproved modifications are noted and need to be reviewed by the Architectural Review Board (ARB).
- The homeowner(s) is responsible for unapproved changes and modifications made to the property after the date of the Disclosure Certificate.
- The Disclosure Certificate will expire after six (6) months. However, an updated Disclosure Certificate can be prepared upon request. A \$50 fee is required for this service.

Hard Copies

CD Only

Hard Copies + CD (\$25 additional fee)

Print Owner/Realtor Name _____

Date _____ Phone _____

Method of payment:

Print name of Cardholder (required) _____

Check payable to MVF

Signature of Cardholder _____

Visa

Cardholder Address _____

(If different than above)

MasterCard

Card # _____ - _____ - _____ - _____ Verification Code _____

Discover

Expiration Date _____ (3-digits on signature side of card)

Return this form to: Montgomery Village Foundation
10120 Apple Ridge Road
Montgomery Village, MD 20886

Or fax to: 240-243-2302
(secure line)

For Office Use

HOA _____

Account No. _____

Community _____

Date Received _____