

ELECTRONIC
DISCLOSURE PACKAGE REQUEST FORM
14 CALENDAR DAYS PROCESSING TIME
****NO RUSH ORDERS WILL BE TAKEN****

DUE DATE: _____

Office Use Only
Date Received: _____
Account # _____
Lot# _____

Requested By: _____ of _____

Phone: _____ Email: _____

Village _____ Address: _____

Seller: _____ Closing Date: _____

Who do you wish to email the disclosure package to? PLEASE PRINT

Seller Email Contact	Buyer Email Contact
1) _____	2) _____ 3) _____

4) _____ 5) _____

I have been made aware of and agree to the following:

- The electronic disclosure package and inspection is \$317.95.
- There are no rush orders at this time
- The completed disclosure will be available for pickup by 4pm on the 14th day from the date of submission of this request
- I understand that a member(s) of the KCOA staff will enter onto my lot and do a front and backyard inspection within the next 14 days for the purpose of my resale disclosure packet required by state law. I agree to indemnify and hold harmless the staff and KCOA from any and all claims.

TOTAL AMOUNT OWED BY SELLER \$317.95

*I do _____ or do not _____ have a dog that stays in my rear fenced yard.

Signature of Owner _____ Date: _____

Print Name _____

**If the homeowner chooses, the KCOA staff will review the property prior to closing and issue a notification stating all items have been completed for an additional inspection fee of \$141.31. The Association will need at least 72 hours to re-inspect and update the disclosure certificate. This amount may be paid for at the time of closing.

Signature of Owner _____ Date: _____

Signature is required as acknowledgment; you are NOT ordering a re-inspection at this time.

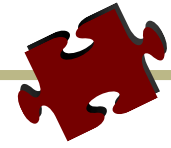

****ALL HIGHLIGHTED AREAS MUST BE SIGNED IN ORDER TO PROCESS YOUR REQUEST****

****ALL SIGNATURES MUST BE SIGNED BY THE OWNER OF THE PROPERTY****

****Please make sure to order another disclosure from your property management company if you live in: Cascades, Eagle Sound, Fairways, Gleneagles, Images, Ivystone, Masters, Pinehurst, Players Choice, Sanctuary, Shoreline, Westgate, Willow Point, or Windbrook.****

THINKING OF SELLING YOUR HOME???


Know the Difference Between a Disclosure/Re-Sale Review & a Community Review



This time of year is the peak home-buying/selling season. Are you thinking of selling your home? If so, we want to ensure you are aware of our in-depth Disclosure Review process when you sell your home. We are required by law to inform the new buyer of any discrepancies on your home/lot that are not in compliance with our Rules & Standards. **THIS SHOULD NOT STOP THE CLOSING OF YOUR HOME!** It is simply a disclosure to the potential buyer of any items that need to be addressed. The seller and buyer will need to discuss who will take care of these items during the negotiating process prior to closing. Please keep in mind that we are always willing to work with current and new owners if extensions are needed as well.



DISCLOSURE REVIEWS vary drastically from yearly Community Reviews. They are much more in-depth, as we actually go onto the owner's property to review the home and lot before it is sold. This is an on-foot review of the entire property, and we tend to see a lot more items than we do for a typical Community Review. You may actually receive a passed postcard for your Community Review, but still receive a Disclosure Review with multiple items noted. This is because Community Reviews are done from the street and/or surrounding common areas, and Disclosure Reviews are conducted up close walking on your property.



The purpose of an on-foot Disclosure Review is to ensure all items on the house and lot are in compliance, and consistent with a first-quality development for the new buyer. Example: We may not see the green algae on your rear siding during your Community Review, because it may not be visible behind your fence; but it **WOULD** be seen and noted while walking your property for the Disclosure Review.

We also notice a lot of items that have not been applied to the Architectural Review Board prior to installation.


For example, a small shed in your rear yard behind the fence. In those instances, we ask that you complete one of the following:

1. Apply for the alteration to be approved to remain
2. Ask that the alteration is brought into compliance with the current rules, -OR-
3. Asked to remove the alteration altogether (if it is not an approved item, or not consistent with our rules & standards).



We know selling your home can be a stressful time, and we want to make the process as easy as possible.

Please know our Disclosure Reviews are completed for every sale, and we want you to be prepared beforehand. Cleaning your home, sprucing up your landscaping, looking for items that need to be repaired, painted etc., are all recommended prior to putting your home on the market. We also take lots of pictures if you need clarification.



COMMUNITY REVIEWS are the main reviews we conduct each year. The initial Community Reviews start in mid-April and take a few months to complete all 31 villages. We take a "curb appeal" approach for Community Reviews, looking for items that need to come into compliance with our Rules & Standards. We look at your home from the street, from our vehicle and/or from surrounding common areas. We do not go onto your property for a Community Review, but we do look at your home from down the street, and even from the street in front or behind. This ensures we notate all visible sides.

If we do not find any discrepancies on your home/lot during your Community Review, you will receive a "passed post card" and we will review your home again next year. If we do see items, you will receive a Community Review letter informing you of which items need to come into compliance and by when.

Once the first round of Community Reviews is complete, we then go back around and check to see if completed. If any items have not come into compliance, you will then receive a second/final notice. This is the last notice sent before we invite you to a Formal Hearing with the Board of Directors.

Although we only do one main Community Review per year, we follow up several times to ensure the items are being addressed. Throughout the year, we are also following up on requests from owners to re-inspect, get pictures, or follow up with a complaint or inquiry. The staff is constantly conducting reviews anytime we are on property, year round!

We have provided a non-exhaustive list of items we look for during our reviews. This list is available on pg. 9 or on our website at www.kilncreek.org/myhome. If you need any assistance, please don't hesitate to contact the HOA.

As a friendly reminder, our reviews process, whether for a Community Review or a Disclosure Review, is one of the most important ways we can protect your property values and ensure your home is worth top-dollar when you sell.

THANK YOU FOR ALL YOUR EFFORTS YEAR IN AND YEAR OUT IN KEEPING OUR BEAUTIFUL COMMUNITY LOOKING GREAT OVER THE LAST 35+ YEARS!

