

Commonwealth of Virginia
 Department of Professional and Occupational Regulation
 Post Office Box 29570
 Richmond, Virginia 23242-0570
 (804) 367-8510
cic@dpor.virginia.gov
www.dpor.virginia.gov



Common Interest Community Board
 CONDOMINIUM REGISTRATION APPLICATION
 Fee \$35.00 per Unit

INITIAL REGISTRATION: Minimum Fee \$1,750.00; Maximum Fee \$3,500.00
 PHASE ADDITION (ADDING UNITS) REGISTRATION: Minimum Fee \$875.00; Maximum Fee \$3,500.00

A check or money order payable to the TREASURER OF VIRGINIA, or
 a completed credit card insert must be mailed with your application package.
APPLICATION FEES ARE NOT REFUNDABLE.

1. Is this the first registration application you have submitted to the Common Interest Community Board for this project?
 Yes
 No If no, please attach only the Exhibits that have changed since your original registration.
2. Name of Condominium _____
3. Location of Condominium (Street Address) _____
 City, State, Zip Code _____
4. Name of Declarant _____
5. Declarant's Principal (Street) Address _____
 City, State, Zip Code _____
6. E-mail Address _____
7. Telephone & Facsimile Numbers
 Telephone () - _____ Facsimile () - _____
8. Declarant's type of organization (select only one)

	<u>Date Formed</u>	<u>Jurisdiction</u>	
Sole Proprietorship	<input type="checkbox"/> _____	_____	* Limited Partnerships, Limited Liability Companies and Corporations must be registered with the Virginia State Corporation Commission. For additional information, contact the SCC at (804) 371-9733.
General Partnership	<input type="checkbox"/> _____	_____	
Limited Partnership *	<input type="checkbox"/> _____	_____	
Association	<input type="checkbox"/> _____	_____	
Limited Liability Company *	<input type="checkbox"/> _____	_____	
Corporation *	<input type="checkbox"/> _____	_____	
9. Number of units in this offering _____ Number of units in entire project _____
10. Type of project
 New Expandable Convertible Conversion Contractable
11. The Condominium is located in the City of _____ County of _____

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	0517	REGISTRATION NUMBER	ISSUE DATE
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12. Location of each of the declarant's offices within the Commonwealth of Virginia.

Street Address	City & Zip Code	Manager's Name	Telephone Number
			- -
			- -
			- -
			- -

13. In consideration of the requirements of Section 55-79.95 of the Code of Virginia, how will deposits be handled?
- Deposits will be held in escrow until delivered at settlement in accordance with Section 55-79.95.A.
 - In lieu of escrowing deposits, Declarant will submit to the Board with this application, a surety bond or an irrevocable letter of credit in accordance with, and in the amount prescribed in, Section 55-79.95.B. (The condominium must consist of more than 50 units for this option.)

14. List any state or jurisdiction in which an application for registration or similar document, relating to this condominium has been filed.

15. Has any court or regulatory authority in the jurisdictions listed in #14 entered any adverse order, judgment or decree in connection with the condominium?

No

Yes If yes, list the jurisdiction(s) in which the disciplinary action took place. Attach copies of any correspondence or documentation (including a copy of the order, judgment or decree) related to this matter. If necessary, you may attach a separate sheet of paper.

16. A. Has the declarant or any of the organization's officers or principals ever been convicted in any jurisdiction of **any felony**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No Yes If yes, you must provide the information requested in #16.D.

B. Has the declarant or any of the organization's officers or principals ever been convicted in any jurisdiction of **any misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No Yes If yes, you must provide the information requested in #16.D.

C. Has the declarant or any of the organization's officers or principals ever been convicted in any jurisdiction of a crime involving **condominium unit dispositions or any aspect of the land sales business in Virginia or any other foreign country within the past ten years; or subject to any injunction or administrative order restraining a false or misleading promotional plan involving land dispositions**? *Any guilty plea or plea of nolo contendere must be disclosed on this application.*

No Yes If yes, you must provide the information requested in #16.D.

D. If you answered "yes" to either question #16.A., #16.B. or #16.C., list the felony and/or misdemeanor conviction(s). Attach a copy of all applicable criminal conviction, state police and court records; information on the current status of incarceration, parole, probation, etc.; and any other information you wish to have considered with this application (i.e., reference letters, documentation of rehabilitation, etc.). If necessary, you may attach a separate sheet of paper.

By signing this application, I, the declarant or authorized agent for the declarant, hereby execute and file with the Secretary of the Virginia Common Interest Community Board full and irrevocable authority to receive service of any lawful process in any non-criminal proceeding arising under Sections 55-79.39 through 55-79.103 of the *Code of Virginia* in the name of the applicant, either individually, or co-partners or members of the applicant in any of the courts of record of the Commonwealth of Virginia, and it is hereby stipulated and agreed that such service of such process on said Secretary shall be taken and held in all courts to be as valid and binding as if due service had been made upon the applicant, its partners and members personally within the Commonwealth of Virginia.

17. I, the undersigned declarant or authorized agent for the declarant, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to approve this application. I also certify that the company and company management will notify the Department if they are subject to any disciplinary action or convicted of any felony charges, misdemeanor charges or fair housing violations (in any jurisdiction) prior to becoming registered with the Commonwealth of Virginia. I also certify that the company and company management understand, and have complied with, all the laws of Virginia under the provisions of Title 55, Chapter 4.2 of the *Code of Virginia* and the *Virginia Common Interest Community Board Condominium Regulations*, and I understand this affidavit.

_____	_____
Printed Name	Title
_____	_____
Signature	Date

Notarization

In the State of _____, City/County of _____, subscribed and sworn before me, the undersigned Notary Public in and for the City/County aforesaid this ____ , day of _____ , _____ .

My commission expires the ____ , day of _____ , _____ .

Affix official seal here.

Signature of Notary Public

Additional Documentation
(Label each exhibit as indicated.)

The following exhibits marked with an asterisk (*) must be submitted in both paper and electronic format. Electronic format may be submitted on a CD or attached to an e-mail sent to cic@dpor.virginia.gov.

- Exhibit A:** Attach a Certificate of Incorporation or Certificate of Authority to Transact Business in Virginia issued by the Virginia State Corporation Commission; or any other recording document.
- Exhibit B** Upon recordation, a certificate of recordation or other acceptable documentation from the city or county wherein the condominium is located. *(To be submitted after registration is approved by the Virginia Common Interest Community Board.)*
- Exhibit C** A copy of the title opinion, title policy or a statement of the condition of the title to the condominium project including encumbrances as of a specified date within 30 days of the date of application by a licensed attorney who is not a salaried employee, officer or director of the declarant or owner.
- *Exhibit D** Copies of the instruments which will be delivered to a purchaser to evidence his interest in the unit and of the contracts and other agreements which a purchaser will be required to agree to or sign.
- *Exhibit E** A narrative description of the promotional plan for the disposition of the condominium units. A copy of every item of offering literature other than a personal communication shall be filed with the board prior to its use.
- Exhibit F** A copy of the commitment of an institutional lender to advance construction funds to the declarant as evidence of the declarant's ability to complete all proposed improvements on the condominium. To the extent that the commitment will not furnish all the necessary funds, other evidence of the availability of funds must be submitted.
- *Exhibit G** A copy of the proposed public offering statement that complies with §§ 55-79.90(a) of the *Code of Virginia* and 18 VAC 48-20-210 through 18 VAC 48-20-440 of the *Virginia Common Interest Community Condominium Regulations*. Substitute disclosure documents or a prospectus pursuant to 18 VAC 48-20-450 or 18 VAC 48-20-460 respectively may be submitted for organizations formed in other jurisdictions.
- Exhibit H** Copies of bonds required by §§ 55-79.58:1, 55.79.84:1 and 55-79.95.B of the *Code of Virginia*.
- *Exhibit I** A list of the names of every officer of the declarant or persons occupying a similar status within or performing similar functions for the declarant. The list must include their addresses, principal occupation for the past five years, and extent and nature of their interest in the condominium as of a specified date within 30 days of the filing of this application.
- *Exhibit J** Plats and plans of the condominium that comply with the provisions of §55-79.58 of the *Code of Virginia* (other than the certification requirements) and show all units and buildings containing units to be built anywhere within the submitted land other than within the boundaries of any convertible lands (18 VAC 48-20-140). If electronic versions are not available, no paper documents larger than 11x17 will be accepted.
- *Exhibit K** Conversion condominiums only must attach a copy of the formal notice sent to the tenants of the building or buildings that the declarant has or intends to submit.