

Commonwealth of Virginia  
 Department of Professional and Occupational Regulation  
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**Common Interest Community Board  
 COMMUNITY ASSOCIATION REGISTRATION APPLICATION**

A check or money order payable to the *TREASURER OF VIRGINIA* must be mailed with this form.  
 PLEASE TYPE OR PRINT. THE ENTIRE FORM MUST BE COMPLETED.

The following fees are required for registration:

**Application Fee**

Enter appropriate fee from table below.

\$ \_\_\_\_\_

**Annual Assessment** (§§ 55-516.1.C, 55-79.93:1.C, 55-504.1.C of the Code of Virginia)

Enter amount from Calculation Chart on page 2.

(+ \$ \_\_\_\_\_

**Recovery Fund Fee** (§ 55-530.1.B of the Code of Virginia)

(+ \$ 25.00 \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED**

(= \$ \_\_\_\_\_

Please check the applicable box

Number of Units/Lots	Fees	X	Number of Units/Lots	Fees	X	Number of Units/Lots	Fees	X
1 - 50	\$45	<input type="checkbox"/>	201 - 500	\$135	<input type="checkbox"/>	1001 - 5000	\$165	<input type="checkbox"/>
51 - 100	\$65	<input type="checkbox"/>	501 - 1000	\$145	<input type="checkbox"/>	5000 +	\$180	<input type="checkbox"/>
101 - 200	\$100	<input type="checkbox"/>						

- Has this association previously filed with the Virginia Common Interest Community Board?  
 No     Yes    If yes, please enter the certificate number.    **0550** \_\_\_\_\_
- Full Name of Association \_\_\_\_\_
- Name of Subdivision/Community, if different from above: \_\_\_\_\_
- Website Address of Association (if available) \_\_\_\_\_
- Is the Association incorporated?    No     Yes
- Is the Association:    Property Owners     Residential Condo     Cooperative
- Association Federal Tax Identification No. (EIN) \_\_\_\_\_ (Number used when filing taxes or banking)
- Zip Code of Association \_\_\_\_\_
- a. Declaration Recorded (MM-YY) \_\_\_\_\_ CITY/COUNTY \_\_\_\_\_  
 b. Is the Association under Declarant (Developer) Control?    Yes  No  If no, date association transferred to owners \_\_\_\_\_
- c. Total Number of Units/Lots \_\_\_\_\_
- Month of Annual Meeting/Board Election \_\_\_\_\_

OFFICE USE ONLY	DATE	FEE	CLASS OF FEE	LICENSE NUMBER	ISSUE DATE
				<b>0550</b>	

11. a. Name of Contact Person (To receive inquiries on behalf of the community) \_\_\_\_\_  
 b. Mailing Address (for Association) \_\_\_\_\_  
 City, State, Zip Code \_\_\_\_\_  
 c. Telephone Number ( ) - \_\_\_\_\_  
 Telephone

12. a. Is the association self-managed?  OR under contract with a professional?  If under contract, please answer b-d below  
 b. Name of Management Company or other professional \_\_\_\_\_  
 c. Common Interest Community Manager License No., if applicable \_\_\_\_\_  
 d. Website Address of Management Company (if available) \_\_\_\_\_

13. \_\_\_\_\_  
 Signature of Representative Title Date

Association Annual Assessment Calculation Chart	
<b>1. Association's gross assessment income during the preceding calendar year.</b> Gross assessment income includes any mandatory fees that are imposed by the association on its members. This would not include voluntary amenity fees ("user fees"), but would include any other mandatory fees including, but not limited to, neighborhood assessments, mandatory maintenance fees, special assessments, and fines. Supporting documentation must accompany this application. This may include copies of financial statements, receipts, or other documentation that provides the actual assessments received during the preceding calendar year.	\$
<b>2. 0.05% of amount in Item 1 above.</b> Multiply amount in Item 1 by 0.0005 Example: Gross assessments are \$50,000. \$50,000 X 0.0005=\$25	\$
<b>3. If the amount in Item 2 is less than \$10, please insert \$10 on Line 2 on page 1.</b>	
<b>4. If the amount in Item 2 is greater than \$10 and less than \$1,000, please insert amount on Line 2 on page 1.</b>	
<b>5. If the amount in Item 2 is greater than \$1,000, please insert \$1,000 on Line 2 on page 1.</b>	

**MEMBERS OF CURRENT BOARD OF DIRECTORS & OFFICERS**

(If more space is needed, attach additional sheets of paper with certificate number )

Associations shall notify the Board office, in writing, within 30 days of any change of address, change of members of the governing board, and any other changes in information that was reported on the association's previous annual report filing.

Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
_____	_____
Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
_____	_____
Name _____	Name _____
Title _____	Title _____
Address _____	Address _____
_____	_____