



**Common Interest Community Board  
 COMMON INTEREST COMMUNITY ASSOCIATION REGISTRATION APPLICATION  
 Fee \$35.00 ★**

**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.**

★ The \$35 fee includes a \$10 registration fee and \$25 recovery fund assessment.  
 The \$10.00 registration fee represents a temporary fee reduction valid through June 30, 2020 only.

1. Has this association previously filed an application with the Virginia Common Interest Community Board?  
 No   
 Yes  If yes, enter the registration number. 

0	5	5	0						
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2. Full Name of Association \_\_\_\_\_
3. Name of Subdivision/Community (if different from #2) \_\_\_\_\_
4. Association's Federal Tax Identification Number (EIN) 

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Number used when filing taxes or banking.  
Federal Employer Identification Number (12-3456789)
5. Name of Contact Person (to receive Board correspondence on behalf of the association) \_\_\_\_\_
6. Contact Person's Mailing Address \_\_\_\_\_  
 \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_
7. Contact Numbers \_\_\_\_\_  
Primary Telephone                      Alternate Telephone                      Fax
8. Contact Person's Email Address \_\_\_\_\_  
The name and mailing address of the Contact Person will appear on the certificate of filing issued by the Board.

**Association Information**

9. Type of Association  
 Property Owners'       Condominium Unit Owners'       Proprietary Lessees' (Cooperative)
10. Is the Association incorporated?    No     Yes   
 If yes, enter the State Corporation Commission No. \_\_\_\_\_
11. Declaration Recorded (MM-YY) \_\_\_\_\_ City/County where Declaration Recorded \_\_\_\_\_
12. Total Number of Units/Lots \_\_\_\_\_ Zip Code of Association \_\_\_\_\_
13. Is the Association under Declarant Control?    Yes     No   
 If no, date association transferred to owners. \_\_\_\_\_
14. Website Address of Association (if available) \_\_\_\_\_

<small>OFFICE USE ONLY</small>	<small>DATE</small>	<small>FEE</small>	<small>TRANS CODE</small> <b>1020</b>	<small>ENTITY #</small>	<b>0550</b>	<small>FILE #/LICENSE #</small>	<small>ISSUE DATE</small>
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15. Indicate how the community association is managed.

- Self-managed (i.e., resident, volunteer, etc.)
- Managed by an employee of the association
- Under contract with a common interest community manager

If under contract, provide the following information:

Name of Management Company \_\_\_\_\_

Common Interest Community Manager License Number 

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Website Address of Management Company (if available) \_\_\_\_\_

16. In accordance with § 54.1-2354.4(A) of the *Code of Virginia* and the Common Interest Community Ombudsman Regulations 18 VAC 48-70-30 and 18 VAC 48-70-40, do you certify on behalf of the association that an association complaint procedure has been or will be established and adopted by the governing board within 90 days of this filing?  
*Note: Any association that has been delinquent in registering and filing annual reports must have an association complaint procedure established and adopted by the governing board at the time of this filing.*

- Yes
- No

17. I, the undersigned representative or authorized agent for the association, certify that the foregoing statements and answers are true and I have not suppressed any information that might affect the Board's decision to accept this application. I certify that I have read, understood and complied with all the laws of Virginia under the applicable provisions of Title 54.1, Chapter 23.3, and Title 55.1, Chapter 18, Chapter 19, Chapter 21 of the *Code of Virginia* and all related Virginia Common Interest Community Regulations.

Signature of Representative \_\_\_\_\_

Printed Name of Representative \_\_\_\_\_

Representative's Title \_\_\_\_\_ Date \_\_\_\_\_

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

(If more space is needed, attach additional sheets of paper with the 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 the information that was reported on the association's previous annual report filing.**

Name	Title	Address