



**Common Interest Community Board
 COMMON INTEREST COMMUNITY ASSOCIATION REGISTRATION APPLICATION**

**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.**

Number of Units/Lots	X	Fee
1 - 50	<input type="checkbox"/>	\$ 45
51 - 100	<input type="checkbox"/>	\$ 65
101 - 200	<input type="checkbox"/>	\$ 100
201 - 500	<input type="checkbox"/>	\$ 135
501 - 1000	<input type="checkbox"/>	\$ 145
1001 - 5000	<input type="checkbox"/>	\$ 165
5001+	<input type="checkbox"/>	\$ 180
Application Fee		
Recovery Fund		+ 25
TOTAL FEES		\$

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						
---	---	---	---	--	--	--	--	--	--

2. Full Name of Association _____

3. Name of Subdivision/Community (if different from #2) _____

4. Association's Federal Tax Identification Number (EIN)

		-							
--	--	---	--	--	--	--	--	--	--

Federal Employer Identification Number (12-3456789)

Number used when filing taxes or banking.

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)

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
			1020		0550	

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) _____

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

0	5	0	1						
---	---	---	---	--	--	--	--	--	--

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