

**Common Interest Community Board  
 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★	Recovery Fund	Association Annual Assessment (supporting documentation required)	Calculation
1 - 50	<input type="checkbox"/>	\$ 10		1. Gross assessment income during preceding year *	
51 - 100	<input type="checkbox"/>	\$ 10		2. 0.0005 of annual gross assessment income	
101 - 200	<input type="checkbox"/>	\$ 10		3. Enter the Assessment Due in the last line based on the following criteria:	
201 - 500	<input type="checkbox"/>	\$ 10		a. If the amount on line 2 is less than or equal to \$10, enter \$10.	
501 - 1000	<input type="checkbox"/>	\$ 10		b. If the amount of line 2 is greater than \$10 and less than \$1,000, enter	
1001 - 5000	<input type="checkbox"/>	\$ 10		the amount from line 2	
5000+	<input type="checkbox"/>	\$ 10		c. If the amount on line 2 is greater than \$1,000, enter \$1,000.	
Application Fee		+ \$25.00	+ Assessment Due		<b>TOTAL FEES</b>

★ The \$10 fee represents a temporary fee reduction valid through June 30, 2018 only.

- \* 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 REFLECTS THE ACTUAL ASSESSMENTS RECEIVED DURING THE PRECEDING YEAR.

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. Association's Federal Tax Identification Number (EIN) \_\_\_\_\_

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Number used when filing taxes or banking.

Federal Employer Identification Number (12-3456789)

4. Name of Contact Person (to receive Board correspondence on behalf of the association) \_\_\_\_\_

5. Contact Person's Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

6. Contact Numbers \_\_\_\_\_

Primary Telephone

Alternate Telephone

Fax

OFFICE USE ONLY	DATE	FEE	TRANS CODE 1020	ENTITY #	FILE #/LICENSE # 0550	ISSUE DATE
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7. 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						
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Website Address of Management Company (if available) \_\_\_\_\_

8. Total Number of Units/Lots \_\_\_\_\_

Zip Code of Association \_\_\_\_\_

9. Name of Subdivision/Community (if different from #2) \_\_\_\_\_

10. Website Address of Association (if available) \_\_\_\_\_

11. Is the Association incorporated? No ☐ Yes ☐

12. Type of Association

Property Owners ☐ Condo ☐ Cooperative ☐

13. Declaration Recorded (MM-YY) \_\_\_\_\_ City/County where Declaration Recorded \_\_\_\_\_

14. Is the Association under Declarant Control? Yes ☐ No ☐

If no, date association transferred to owners. \_\_\_\_\_

15. In accordance with § 55-530.E 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 ☐

16. I, the undersigned representative or authorized agent for the community 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 approve this application. I certify that I have read, understood and complied with all the laws of Virginia under the applicable provisions of Title 55, Chapter 4.2, Chapter 24, Chapter 26 and Chapter 29 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