

Commonwealth of Virginia
Department of Professional and Occupational Regulation
9960 Mayland Drive, Suite 400
Richmond, Virginia 23233-1485
(804) 367-8510
www.dpor.virginia.gov



Common Interest Community Board
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?
2. Full Name of Association
3. Association's Federal Tax Identification Number (EIN)
4. Name of Contact Person
5. Contact Person's Mailing Address
6. Contact Numbers
7. Indicate how the community association is managed.
8. Total Number of Units/Lots
9. Name of Subdivision/Community
10. Website Address of Association
11. Is the Association incorporated?
12. Type of Association
13. Declaration Recorded (MM-YY) City/County where Declaration Recorded

Table with 7 columns: OFFICE USE ONLY, DATE, FEE, TRANS CODE (1020), ENTITY #, FILE #/LICENSE # (0550), ISSUE DATE

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