



**Common Interest Community Board  
 TIME-SHARE BUILDING STATUS FORM**

**Applicants are required to complete this form if all promised units, incomplete units and common elements comprising the time-share project described in the recorded time-share instrument and the public offering statement plats and site plans are not complete.**

1. Name of Time-Share Project \_\_\_\_\_
2. Name of Developer \_\_\_\_\_
3. Email Address \_\_\_\_\_
4. Select **one** of the following and provide the information below about the Developer.

Business Federal Employer Identification Number (FEIN)\* 

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 Federal Employer Identification Number (12-3456789)

\* State law requires every applicant, *who is not a sole proprietor*, to provide a federal employer identification number. *Sole proprietors must provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.*

Developer's Social Security Number **or** 

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 Social Security or Virginia DMV Number (123-45-6789)

\* State law requires every applicant for a license, certificate, registration or other authorization to engage in a business, trade, profession or occupation issued by the Commonwealth to provide a social security number or a control number issued by the Virginia Department of Motor Vehicles.

5. Status of the following:
  - 5a. Zoning compliance \_\_\_\_\_
  - 5b. Site plan \_\_\_\_\_
  - 5c. Building permit \_\_\_\_\_
  - 5d. Site preparation and building construction \_\_\_\_\_
  - 5e. Sewage disposal unit \_\_\_\_\_

6. What is the estimated cost of completion of the proposed improvements? \_\_\_\_\_
7. What is the contract price (if any) with the general contractor? \_\_\_\_\_
8. Provide the source of the construction funds and the amount from each source:

| Source | Amount | Construction Loan* |                            |         | Capital** Contribution | Loan Commitment |
|--------|--------|--------------------|----------------------------|---------|------------------------|-----------------|
|        |        | Loan Commitment    | Proceeds Not Yet Disbursed | Funded? |                        |                 |
|        |        |                    |                            |         |                        |                 |
|        |        |                    |                            |         |                        |                 |

\* Attach a copy of the construction loan commitment

\*\* Attach a financial statement or other evidence documenting the availability of the necessary funds

9. Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

|                       |      |     |            |          |                  |            |
|-----------------------|------|-----|------------|----------|------------------|------------|
| OFFICE<br>USE<br>ONLY | DATE | FEE | TRANS CODE | ENTITY # | FILE #/LICENSE # | ISSUE DATE |
|                       |      |     | 1020       |          | 0515             |            |