

MAXIMUM ALLOWABLE FEES

Effective Jan. 16, 2018

POA Disclosure Packets & Condominium Association Resale Certificates

Virginia law caps the amount owners can be charged for information they must provide to potential purchasers about the home, common areas, and community association.

The [Property Owners' Association Act](#) calls the legally required information a **disclosure packet**, whereas the [Condominium Act](#) refers to similar content as a **resale certificate**. Because pulling together the materials involves time, effort, and resources, the law allows the preparer to assess **reasonable charges**, but sets a maximum amount for such fees.

***NOTE:** For Property Owners' Associations (POAs), the law distinguishes between communities that are professionally managed and those run by volunteer member-owners. *(The law does not make a similar distinction based on how condominiums are managed.)*

Non-professionally managed POAs are not subject to the CPI-adjusted fees, but rather are governed by [§ 55-509.7](#), which currently caps the fee for initial preparation of the disclosure packet at **\$100**, and limits charges for financial updates or inspections at **\$50**.

To account for inflation, the law automatically adjusts the maximum fees applicable to condominiums and professionally-managed POAs* every five years, based on the U.S. Average Consumer Price Index (CPI). The General Assembly established the initial cap amounts in 2008.

The current fees (**displayed in bold**) are effective as of **January 16, 2018**. The next mandatory CPI adjustment will occur in 2023.

PREPARERS of CONDOMINIUM RESALE CERTIFICATES or DISCLOSURE PACKETS FOR PROFESSIONALLY-MANAGED POAs* are allowed to charge **no more than the following maximum fees** for *only* the following tasks:

- **\$117.37** for **inspection** of the lot/unit *as necessary and authorized* to prepare the packet/certificate
- **\$176.05** for **preparation and delivery** of the packet/certificate in *paper form* OR **\$146.71 total** in *electronic form*
- **\$58.69** for an additional fee to **expedite** the inspection, preparation, and delivery of the packet/certificate—but only if the preparer agrees to do so (*optional* at request of seller/agent)
- **\$29.34** for an **additional copy** of the packet/certificate (*optional* at request of seller/agent)
- **Actual cost** for third-party commercial delivery service to **hand-deliver or overnight** the packet/certificate (*optional* at request of seller/agent)
- **\$58.69 post-closing fee** charged to the purchaser (*collected at settlement*) to update ownership records of the association
- **\$58.69** for pre-settlement **updates** to the packet/certificate (*collected at settlement*)
- **\$117.37** for **additional inspection** of the lot/unit *if authorized* by the association declaration (*optional* at request of purchaser/agent)