

MAXIMUM ALLOWABLE FEES

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 (displayed as stricken through), and directed the Common Interest Community Board to calculate the **first five-year adjustment (displayed in bold)**, effective January 1, 2013. The next mandatory CPI adjustment will occur in 2018.

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:

- **\$109.31** ~~\$100~~ for **inspection** of the lot/unit *as necessary and authorized to prepare* the packet/certificate
- **\$163.97** ~~\$150~~ for **preparation and delivery** of the packet/certificate in **paper form** OR **\$136.64 total** ~~\$125~~ in **electronic form**
- **\$54.66** ~~\$50~~ 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)
- **\$27.33** ~~\$25~~ 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)
- **\$54.66** ~~\$50~~ **post-closing fee** charged to the purchaser (*collected at settlement*) to update ownership records of the association
- **\$54.66** ~~\$50~~ for pre-settlement **updates** to the packet/certificate (*collected at settlement*)
- **\$109.31** ~~\$100~~ for **additional inspection** of the lot/unit *if authorized* by the association declaration (*optional* at request of purchaser/agent)