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

Department of Professional and Occupational Regulation

Common Interest Community Board
CONDOMINIUM 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.

Type of Registration (select one)	X	Trans Code	Number of Units	Per Unit Fee	Minimum Fee	Maximum Fee	Fee Submitted
Initial	☐	1020		$35	$1,750.00	$3,500.00	
Phase Addition (Adding Units)	☐	5020		$35	$875.00	$3,500.00	
Virginia CIC Board Condominium Registration Number				0 5 1 7			VA CIC Registration Numbers required for Phase Additions only

1. Number of units in this offering _____ Total number of units in the entire condominium project _____
2. Are you paying to register the units in this offering or paying to register the total number of units in the entire condominium project?
   - ☐ Register the units in this offering
   - ☐ Register the total number of units in the the entire condominium project
3. Name of Condominium Project _____
4. Condominium Project Location
   Principal Street Address _____
   _____
   City _____ State _____ Zip Code _____
5. Condominium project is located in the city of _____ county of _____
6. Name of Declarant _____
7. Declarant's Mailing Address _____
   _____
   City _____ State _____ Zip Code _____
8. Declarant's Principal Street Address ☐ Check here if Street Address is the same as the Mailing Address listed above.
   _____
   City _____ State _____ Zip Code _____
9. Select **one** of the following and provide the information below about the declarant.
   - ☐ Business Federal Employer Identification Number (FEIN) ❖ ☐☐ - ☐☐☐☐☐☐☐
     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.*
   - ☐ Declarant's Social Security Number ***or***
   - ☐ Virginia Department of Motor Vehicles Control Number ✳ ☐☐☐ - ☐☐ - ☐☐☐☐
     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.

OFFICE USE ONLY	DATE	FEE	TRANS CODE	ENTITY #	FILE #/LICENSE #	ISSUE DATE
					0517	

10. Declarant's Email Address _____

11. Contact Numbers _____ Primary Telephone _____ Alternate Telephone _____ Fax

12. Declarant's Type of Organization (select only **one**)

☐ Sole Proprietorship ☐ Limited Partnership ♦ ☐ Limited Liability Company ♦ ☐ Other, please specify:

☐ Association ☐ General Partnership ☐ Corporation ♦ _____

State Corporation Commission Number _____

Jurisdiction where business was formed _____ Date formed _____

♦ If the firm/business is a **corporation, limited liability company,** or **limited partnership**, the firm/business must be registered with the Virginia State Corporation Commission. Firms/businesses shall be organized as business entities under the laws of the Commonwealth of Virginia or otherwise authorized to transact business in Virginia. Firms must register any trade or fictitious names with the State Corporation Commission. For additional information, contact the SCC at www.scc.virginia.gov or by phone at (804) 371-9733.

13. Type of condominium project

New ☐ Expandable ☐ Convertible ☐ Conversion ☐ Contractable ☐

14. Location of each of the declarant's sales offices in Virginia:

Street Address	City, State & Zip Code	Manager's Name

15. In consideration of the requirements of § 55.1-1983 of the *Code of Virginia*, how will deposits be handled?

☐ Deposits will be held in escrow until delivered at settlement in accordance with § 55.1-1983(A) of the *Code of Virginia.*

☐ In lieu of escrowing deposits, the declarant of a condominium consisting of more than 50 units will submit a corporate **surety bond** in the form and amount set forth in § 55.1-1983(C) of the *Code of Virginia*.

☐ In lieu of escrowing deposits, the declarant of a condominium consisting of more than 50 units will submit an irrevocable **letter of credit** in the form and amount set forth in § 55.1-1983(D) of the *Code of Virginia*.

16. Is there an attorney representing the declarant on this condominium project?

No ☐

Yes ☐ If yes, provide the following information:

Name of Attorney _____

Firm Name _____

Mailing Address _____

City, State, Zip Code _____

Phone & Fax _____

Email Address _____

17. To whom should the Board mail correspondence, notices and other documents related to the condominium project?

☐ Declarant

☐ Attorney

☐ Other If other individual or firm, provide the following information:

Name & Title _____

Firm Name _____

Mailing Address _____

Email Address _____

18. List all states or jurisdictions in which an application for registration or similar document has been filed for this condominium project.

19. In accordance with § 55.1-1975(A)(8) of the *Code of Virginia,* provide a statement of the zoning and other governmental regulations affecting the use of the condominium, including the site plans and building permits and their status. Also include any existing tax and existing or proposed special taxes or assessments which affect the condominium. If this information is included elsewhere in the registration application, please note the applicable exhibit and/or document.

20. Has the declarant or its parent or predecessor organization, during the preceding 10 years, been adjudicated as bankrupt or undergone any proceeding for the relief of debtors?

No ☐

Yes ☐ If yes, explain below or on a separate sheet attached to this application. This information also must be disclosed in the Public Offering Statement.

21. Has any final action been taken against the declarant, its principals, or the condominium by an administrative agency, civil court or criminal court where the action reflected adversely upon the performance of the declarant as a developer of real estate projects? Are/were any current or past proceedings brought against the declarant by any condominium unit owners' association or by its executive organ or any managing agent on behalf of such association or that has been certified as a class action on behalf of some or all of the unit owners? For the purposes of the previous question regarding past proceedings, if the ultimate disposition of those proceedings was one that reflected adversely upon the performance of the declarant, that disposition shall be disclosed. If the ultimate disposition was resolved favorably towards the declarant, its principals or the condominium, the final action does not need to be disclosed.

No ☐

Yes ☐ If yes to either or both of the above questions, explain in the space provided below. This information also must be disclosed in the Public Offering Statement.

22. Has any court or regulatory authority in the jurisdictions listed in #18 entered any adverse order, judgment or decree in connection with the condominium project?

No ☐

Yes ☐ If yes, list the jurisdiction(s) and provide a certified copy of the final order, decree or case decision by a court or regulatory agency with lawful authority to issue such order, decree or case decision.

23. Has the declarant or any of the organization's officers or principals been convicted of a crime involving condominium unit disposition or any aspect of the land sales business in Virginia, the United States or any other state or foreign country within the past 10 years; or been subject to any injunction or administrative order restraining a false or misleading promotional plan involving land dispositions?

No ☐

Yes ☐ If yes, list the jurisdiction(s) in which the conviction took place or injunction/administrative order was issued and attach copies of any correspondence or documentation (including a copy of the order, judgment or decree) related to this matter.

24. Has the declarant or any of the organization's officers or principals ever been convicted in any jurisdiction of **any felony** or **misdemeanor**? *Any guilty plea or plea of nolo contendere must be disclosed on this application. Do not disclose violations that were adjudicated as a minor in the juvenile court system.*

No ☐

Yes ☐ If yes, list the felony and/or misdemeanor conviction(s). Attach your *original criminal history record*✸ and any other information you wish to have considered with this application (i.e., information on the status of incarceration, parole or probation; reference letters; documentation of rehabilitation; etc.). If necessary, you may attach a separate sheet of paper.

✸ *Original criminal history record* may be obtained by contacting the Virginia State police. Applicants with convictions from other jurisdictions, other than Virginia; must provide an original official criminal history record from each state/jurisdiction in which they have been convicted. Virginia residents may request complete criminal records from the Virginia State Police at *www.vsp.virginia.gov* or by phone at 804-674-6718.

By signing this application, I, the declarant or authorized agent for the declarant, hereby execute and file with the Secretary of the Virginia Common Interest Community Board full and irrevocable authority to receive service of any lawful process in any non-criminal proceeding arising under Sections §§ 55.1-1900 through 55.11995 of the *Code of Virginia* in the name of the applicant, either individually or co-partners or members of the applicant, in any of the courts of record of the Commonwealth of Virginia, and it is hereby stipulated and agreed that such service of process on said Secretary shall be taken and held in all courts to be valid and binding as if due service has been made upon the applicant, its partners and members personally within the Commonwealth of Virginia.

25. I, the undersigned declarant or authorized agent for the declarant, certify that the foregoing statements and answers are true, and I have not suppressed any information that might affect the Board's decision to accept this application. I certify that I will notify the Department if I or any member of company management are subject to any disciplinary action or convicted of a misdemeanor or felony (in any jurisdiction) prior to becoming registered. I certify that I have read, understood and complied with all the laws of Virginia under the provisions of Title 55.1, Chapter 19, *of the Code of Virginia* and the *Condominium Regulations.*

Printed Name _____

Title _____

Signature _____ Date _____

Additional Documentation
(Label each exhibit as indicated)

All exhibits must be submitted in both paper and electronic format.
Electronic documents may be submitted on a CD or attached to an e-mail.

Exhibit A A copy of the certificate of incorporation or certificate of authority to transact business in Virginia issued by the Virginia State Corporation Commission or other entity formation documents.

Exhibit B A copy of the title opinion, title policy, or a statement of the condition of the title to the condominium project including encumbrances as of a specified date within 30 days of the date of application by a title company or licensed attorney who is not a salaried employee, officer or director of the declarant or owner, in accordance with subdivision A 5 of § 55.1-1975 of the *Code of Virginia*.

Exhibit C A copy of the instruments which will be delivered to a purchaser to evidence the purchaser's interest in the condominium unit and of the contracts and other agreements that a purchaser will be required to agree to or sign.

Exhibit D A narrative description of the promotional plan for the disposition of the condominium units.

Exhibit E A copy of documentation demonstrating the declarant's financial ability to complete the project in accordance with 18 VAC 48-30-120.

Exhibit F A copy of the proposed public offering statement that complies with subsection A of § 55.1-1976 and subsection B of § 55.1-1982 of the *Code of Virginia*, as applicable, and the Condominium Regulations. A substitute public offering statement or a prospectus pursuant to 18 VAC 48-30-370 or 18 VAC 48-30-380 respectively may be submitted for a condominium formed in another jurisdiction.

Exhibit G Copies of bonds required by §§ 55.1-1921, 55.1-1968, and 55.1-1983 of the *Code of Virginia*, as applicable.

Exhibit H A list with the name of every officer of the declarant who is directly responsible for the project or person occupying a similar status within, or performing similar functions for, the declarant. The list must include each individual's address, principal occupation for the past five years, and extent and nature of the individual's interest in the condominium as of a specified date within 30 days of the filing of this application.

Exhibit I Plats and plans of the condominium that (i) comply with the provisions of § 55.1-1920 of the *Code of Virginia* and 18 VAC 48-30-140 other than the certification requirements and (ii) show all units and buildings containing units to be built anywhere within the submitted land other than within the boundaries of any convertible lands. Hardcopy submittals of plats and plans must be no larger 11" x 17".

Exhibit J Conversion condominiums must attach (i) a copy of the general notice provided to tenants of the condominium at the time of application pursuant to subsection C of § 55.1-1982 of the *Code of Virginia*, (ii) a copy of the formal notice to be sent at the time of registration to the tenants, if any, of the building or buildings, and (iii) the certified statement required in accordance with subsection D of § 55.1-1982 of the *Code of Virginia*.