

ELECTRONIC
DISCLOSURE PACKAGE REQUEST FORM
14 CALENDAR DAYS PROCESSING TIME
****NO RUSH ORDERS WILL BE TAKEN****

DUE DATE: _____

Office Use Only
Date Received: _____
Account # _____
Lot# _____

Requested By: _____ of _____

Phone: _____ Email: _____

Village _____ Address: _____

Seller: _____ Closing Date: _____

Who do you wish to email the disclosure package to? PLEASE PRINT

Seller Email Contact	Buyer Email Contact
1) _____	2) _____ 3) _____

4) _____	5) _____
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I have been made aware of and agree to the following:
-The electronic disclosure package and inspection is \$317.95.
-There are no rush orders at this time
-The completed disclosure will be available for pickup by 4pm on the 14th day from the date of submission of this request
-I understand that a member(s) of the KCOA staff will enter onto my lot and do a front and backyard inspection within the next 14 days for the purpose of my resale disclosure packet required by state law. I agree to indemnify and hold harmless the staff and KCOA from any and all claims.

TOTAL AMOUNT OWED BY SELLER \$317.95

*I do _____ or do not _____ have a dog that stays in my rear fenced yard.

Signature of Owner _____ Date: _____

Print Name _____

**If the homeowner chooses, the KCOA staff will review the property prior to closing and issue a notification stating all items have been completed for an additional inspection fee of \$141.31. The Association will need at least 72 hours to re-inspect and update the disclosure certificate. This amount may be paid for at the time of closing.

Signature of Owner _____ Date: _____

Signature is required as acknowledgment; you are NOT ordering a re-inspection at this time.

****ALL HIGHLIGHTED AREAS MUST BE SIGNED IN ORDER TO PROCESS YOUR REQUEST****

****ALL SIGNATURES MUST BE SIGNED BY THE OWNER OF THE PROPERTY****

****Please make sure to order another disclosure from your property management company if you live in: Cascades, Eagle Sound, Fairways, Gleneagles, Images, Pinehurst, Sanctuary, Shoreline, Westgate, Willow Point, or Windbrook.****

THINKING OF SELLING YOUR HOME???

PACKING
LIST

Know the Difference Between a Disclosure/Re-Sale Review & a Community Review

Spring is the peak home buying and selling season. If you are planning to sell your home, please be aware of our **DISCLOSURE REVIEW process**.

Once you sign a contract and order a disclosure package for the sale of your home, the HOA office conducts an **in-depth, on-foot inspection/review of the property**. This **Disclosure Review** identifies any items not in compliance with our Rules & Standards, which by law must be disclosed to the buyer. **This DOES NOT stop the sale**—it simply informs the buyer so both parties can decide who will address the items during negotiations. We are also willing to work with owners if extensions are needed.

Disclosure Reviews are more detailed than annual Community Reviews. Community Reviews are conducted from the street or common areas, while **Disclosure Reviews involve walking the property, which may reveal items not previously visible** (such as siding maintenance, unapproved structures, or alterations that require Architectural Review Board approval).

If items are found, owners may be asked to:

- Apply for approval for the alteration
- Bring the item into compliance
- Remove the item if it is not permitted

To help ensure a smooth sale, we recommend completing basic maintenance, landscaping, cleaning, and repairs before listing your home.

Please note that a transfer fee is assessed with all ownership transfers, as outlined in our governing documents.



COMMUNITY REVIEWS are conducted annually and begin in mid-April, taking several months to complete all 31 villages. These reviews focus on curb appeal and visible compliance with our Rules & Standards. Homes are viewed from the street, our vehicle, or nearby common areas—we do not enter private property during Community Reviews.

If no issues are found, you will receive a “passed” postcard and your home will be reviewed again next year. If items need attention, you will receive a Community Review letter outlining what must be corrected and the timeframe for compliance.

After the first round of reviews, we return to check progress. If items remain unresolved, a second and final notice will be sent before a possible Formal Hearing with the Board of Directors.

Although the main review occurs once a year, our staff conducts follow-up inspections and respond to owner requests/inquiries on a daily basis throughout the year.

A list of commonly reviewed items is available on page 10, or you can visit our website at www.kilncreek.org/myhome. Please contact the HOA office if you need assistance.

**THANK YOU FOR ALL YOUR EFFORTS YEAR IN AND YEAR OUT!
KEEPING OUR BEAUTIFUL COMMUNITY
LOOKING GREAT OVER THE LAST 35+ YEARS!**