



**Valleybrook Homeowners' Association Inc.**  
P.O. Box 394, Chester Heights, PA 19017-0394

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## **Requirements for Obtaining a 5407 Certificate**

### **Enclose all of the following and send to:**

Valleybrook Homeowners' Association, Inc.  
**Department 5407**  
P.O. Box 394  
Chester Heights, PA 19017-0394

- Completed 5407 Application Form.
- Photocopy of the first page of the Agreement of Sale.
- Completed New Resident's Form.
- Preparation Fee of \$250.00 payable to the Valleybrook Homeowners' Association, Inc.
- Handling & Postage Fee of \$10.00 for priority mail and delivery confirmation, payable to: Valleybrook Homeowners' Association, Inc.
- Total amount due to bring the Seller's monthly maintenance fee up to date **including the month** that settlement is scheduled. Payable to the Valleybrook Homeowners Association, Inc. If any arrears are to be withheld at settlement, arrangements **MUST** be made with our legal counsel. Contact the Homeowners' Association for details: [vbhpres@yahoo.com](mailto:vbhpres@yahoo.com).

**NOTICE!!** The 5407 documentation will **NOT** be processed until all of the above requirements are fulfilled.



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## **5407 Application**

**I. Unit Number:** \_\_\_\_\_

**II. Seller Information**

A. Seller's Name: \_\_\_\_\_

B. Seller's Agent

1. Company Name: \_\_\_\_\_

2. Agent Name: \_\_\_\_\_

3. Agent Phone: \_\_\_\_\_

4. Agent Email: \_\_\_\_\_

**III. Buyer Information**

A. Buyer's Name: \_\_\_\_\_

B. Buyer's Agent

1. Company Name: \_\_\_\_\_

2. Agent Name: \_\_\_\_\_

3. Agent Phone: \_\_\_\_\_

4. Agent Email: \_\_\_\_\_

**IV. Settlement Company**

A. Company Name: \_\_\_\_\_

B. Company Address: \_\_\_\_\_  
\_\_\_\_\_

C. Contact Name: \_\_\_\_\_

D. Contact Phone: \_\_\_\_\_

E. Contact Email: \_\_\_\_\_

F. Settlement Date: \_\_\_\_\_



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**New Resident's Form**

Dear New Valleybrook Homeowner:

Welcome to the Village of Valleybrook. We hope you will enjoy living here as much as we do. We would like to know who you are and how to get in touch with you should the need arise. This information will be held in the strictest confidence and will be used only for official Valleybrook business. Please provide all of the following information:

House Number \_\_\_\_\_

Homeowner(s) Name(s) \_\_\_\_\_  
\_\_\_\_\_

Homeowner's Phone Number \_\_\_\_\_

Homeowner's e-mail address \_\_\_\_\_

Will you be living in your Valleybrook unit?    Yes \_\_\_\_\_    No \_\_\_\_\_

Legal Address if No to the above: \_\_\_\_\_  
\_\_\_\_\_

If you will not be residing in your Valleybrook home, we need to know who is residing in the unit. Valleybrook documents have explicit requirements and rules for rental units. The homeowner(s) must provide a copy of the lease and/or related documents to the Homeowners Association. These documents should be forwarded to the attention of the Secretary at the address on this letterhead.

Thank you for your attention to this request.

Sincerely,  
Village of Valleybrook Board of Directors