

Sales/Refi Instruction Form

6-(d) CERTIFICATE AND/OR OTHER DOCUMENTS WILL NOT BE RELEASED WITHOUT:

- 1) CONDO FEES PAID TO DATE**
 - 2) NEW OWNER FORM ON FILE WITH BOSTON CONDO MGMT.**
 - 3) CHECK PAYMENTS RECEIVED (as per below) MADE PAYABLE TO: BOSTON CONDOMINIUM MANAGEMENT**
- FAX REQUEST BACK TO Boston Condo Mgmt at 617-262-9966**

6(d) Certificate Order Form

*A 6(d) Certificate is required for a legal sale/transfer in ownership or when re-financing a unit. A 6(d) Certificate states that there are no common charges due through a specific month. Boston Condominium Management will only issue a 6(d) Certificate through the end of the month in which the closing is to take place. We requires at least one week notice, from the date of receipt of requested information, in order to supply a 6(d) certificate. **

Please complete and return the following:

Date of Request: _____
Closing Date: _____
Association Name: _____
Unit Address: _____

Current Unit Owner(s) Information:

Name(s): _____
Phone #: (h) _____

New Unit Owner(s) Information:

Name(s): _____
Phone #: (h) (_____) **(w)**(_____)
Email Address: _____
Mailing Address: _____

Circle One:

Will new owner(s) be living in unit? Yes/No If No--Will unit be rented to a non-relative? Yes/No
Relation to Owner?: _____

Fees (please check appropriate lines):

- _____ **Entire closing package** (complete condo docs package (includes master deed, declaration of trust, amendments, by laws budget & meeting minutes), condominium questionnaire, and 6-(d) certificate) **\$125**
- _____ **6-(d) certificate \$75**
- _____ **Rush Service (within 48 hours) \$25.00**
- _____ **Express Mail Service \$30.00**

Document Requests (not included in fees above):

- _____ **Legal Documents (Master Deed, Declaration of Trust, Rules & Regs.) \$35.00**
- _____ **Copy of Meeting Minutes (past three months if available) \$30.00**