



**THE ALBERT CORPORATION**

10 HARVARD SQ. SUITE 2  
BROOKLINE, MA 02445  
PHONE: (617) 277-3355 / FAX: (617) 277-5079

Please send form back to Kristen LeVangie  
(EMAIL IS KRISTEN@ALBERTCORP.COM)

**DOCUMENT REQUEST FORM**  
FOR SALES AND/OR REFINANCE OF CONDOMINIUM UNIT(S)

**SERVICE FEES** (Place an X to indicate services requested)

- \$50.00 FOR 6-D CERTIFICATE** \*\* In order to obtain a 6-d certificate, all condominium fees must be paid thru the end of the month. Ex. If the closing is November 15<sup>th</sup>, all November fees must be paid in full.
- \$50.00 FOR UNIFORM PROJECT QUESTIONNAIRE** - aka. Condo Questionnaire, Mortgage Questionnaire.
- \$50.00 CONDOMINIUM DOCUMENTS** -Includes Master Deed, Trust, By-Laws and Amendments.
- \$30.00 FOR MONTHLY FINANCIAL STATEMENT, YEARLY BUDGET & YEAR END FINANCIALS**
- \$30.00 FOR COPIES OF THE LAST THREE MEETING MINUTES**
- \$50.00 FOR OTHER:** \_\_\_\_\_ (i.e. Waiver of Right of First Refusal, Parking Sub-License Agreement etc.)
- \$25.00 FOR RUSH SERVICE** - If needed within 48 hours.
- \$40.00 FOR EXPRESS MAIL OR COURIER SERVICE IF REQUESTED**

*\*\*The indicated documents will be mailed within 7-10 working days unless "Rush Service" is requested\*\**

**ALL FIELDS BELOW MUST BE COMPLETED IN ORDER TO PROCESS YOUR REQUEST. INCOMPLETE INFORMATION MAY RESULT IN DELAYED PROCESSING**

1. DATE OF REQUEST \_\_\_\_\_
2. UNIT # \_\_\_\_\_ ADDRESS \_\_\_\_\_
3. SALE \_\_\_\_\_ REFINANCE \_\_\_\_\_ (CHECK ONE)
4. CLOSING DATE \_\_\_\_\_
5. CURRENT OWNER \_\_\_\_\_
6. OWNER'S PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_ (CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_
7. SELLER'S BROKER NAME/ AGENCY \_\_\_\_\_
8. SELLER'S BROKER # (H) \_\_\_\_\_ (W) \_\_\_\_\_ (CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_
9. OTHER AUTHORIZED AGENTS: \_\_\_\_\_
10. NEW OWNER NAME: \_\_\_\_\_
11. NEW OWNER'S PHONE # (H) \_\_\_\_\_ (W) \_\_\_\_\_ (CELL) \_\_\_\_\_ (FAX) \_\_\_\_\_
12. WILL THE NEW OWNER BE LIVING IN THE UNIT? YES \_\_\_\_\_ NO \_\_\_\_\_
13. IF NOT, PLEASE PROVIDE THE NEW BILLING ADDRESS: \_\_\_\_\_

**\*\*Payment arrangements must be made before documents are released\*\***

- Enclosed is a check payable to The Albert Corporation for the amount of \$ \_\_\_\_\_. Please mail the documents to the following address: \_\_\_\_\_
- Payment will be made when documents are picked up at The Albert Corporation office

<b>Signature</b>	<b>Name (please print)</b>	<b>Date</b>
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The owner agrees to pay for the amount due for the services requested and hereby authorizes The Albert Corporation (TAC) to release information in all matters concerning the unit and/or the condominium including but not limited to special assessments (if any), pending litigation (if any), condominium fee increases (if any). The information provided by TAC is, in its capacity as agent for the Association or Trust, to the best of its knowledge and belief. Information is gathered from sources deemed to be reliable; however, TAC does not warrant or guarantee the accuracy of this information. TAC encourages you to obtain this information and to verify the accuracy of this information from other sources.