

UNIT SALE REFINANCE
INFORMATION SHEET

DATE: _____

ASSOCIATION: _____

UNIT ADDRESS: _____

SELLER'S NAME: _____

PHONE: _____ EMAIL: _____

BUYER'S NAME: _____ Unknown, will provide at a later date

PHONE: _____ EMAIL: _____

REAL ESTATE CO: _____

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

FAX: _____

CLOSING DATE: _____

**DOCUMENTS REQUIRED BY MORTGAGE COMPANIES/BANKS, REAL ESTATE BROKERS
AND/OR BUYERS**

6d Certificate: An affidavit from a condominium association certifying that there are no outstanding assessments or condo fees on a particular unit. It is issued by the management company the month of the closing. *Cost: \$50.00*

Questionnaire: A form certified by the management company that provides extensive information regarding the Association. It is generally required by the mortgage company. *Cost: \$50.00 for the Association's form. Should the mortgage company require their form only, an additional \$250 will be charged for legal review.*

Condominium Documents, financials, Trustee Meeting Minutes, other misc paperwork: Provided by the management company. *Cost: free of charge if provided via email. Contact the office for the cost for paper copies.*

Accepted methods of payment: cash, check or credit card (MasterCard, Visa, Discover only)

Note: 2 business days are required for preparation.

Return to: Kathy Gannon
Lorell Management Corporation
Via mail - 84 Richardson Avenue, Norton, MA 02766
Via email - Kathy@lorellmanagement.com
Via fax - 508-222-1211

Direct questions to: Kathy Gannon at (508) 222-1220 / (800) 656-7355 / Kathy@lorellmanagement.com