

Harbor @ Whitten & Dustin Condominium Association

PO Box 1155

Burlington, MA 01803

website: www.hwd48.com email: bod@hwd48.com

DOCUMENT REQUEST FORM FOR SALES AND/OR REFINANCE

- () **\$50.00 FOR 6-D CERTIFICATE** in order to obtain a 6-D certificate, all condominium fees must be paid in full thru the end of the month of closing
 - () **\$75.00 FOR UNIFORM QUESTIONNAIRE** includes condo questionnaire, mortgage questionnaire etc.
 - () **\$50.00 FOR CONDOMINIUM DOCUMENTS** includes rules and bylaws
 - () **\$50.00 EACH FOR MONTHLY FINANCIAL STATEMENT, ANNUAL BUDGET OR YEAR END FINANCIALS**
 - () **\$75.00 FOR RUSH SERVICE** if needed within 48 hours
 - () **\$100.00 FOR EXPRESS MAIL OR COURIER SERVICE IF REQUESTED**
- () Enclosed is a check payable to Harbor @ Whitten & Dustin Condominium Association for \$ _____ . Please mail the documents indicated above to:

**Payment in full must be received before any documents are released
Indicated documents will be mailed within 7 – 10 days after receipt of payment**

**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 # _____ CLOSING DATE _____
3. SALE _____ REFINANCE _____ (check one)
4. OWNER'S NAME: _____
5. OWNER'S PHONE: (H) _____ (W) _____ (CELL) _____
6. BROKER'S NAME/AGENCY: _____
7. BROKER'S PHONE: (H) _____ (W) _____ (CELL) _____
8. NEW OWNER NAME: _____
9. NEW OWNER PHONE: (H) _____ (W) _____ (CELL) _____
10. NEW OWNER BILLING ADDRESS: _____

Signature

Date

(The undersigned hereby authorizes Harbor @ Whitten & Dustin 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 Harbor @ Whitten & Dustin is to the best of its knowledge accurate and true)