

SHADOWBROOK CONDOMINIUM

1 Shadowbrook Lane
Milford, MA 01757
Phone: 508-473-1784/ Fax: 508-473-7798

Re: Sale of Condominium Unit – Request for Documents

Dear Unit Owner:

Thank you for your recent request for information in connection with the sale of your condominium unit.

Shadowbrook Condominium charges a processing fee of \$100.

Some procedures that we would like to alert you of in advance of any closing are:

- ❖ Requests for information will be processed once we have received the request form and processing fee in our office.
- ❖ Our office will not release any materials to anyone other than a unit owner or their authorized agent.
- ❖ Due to the volume of requests, we require TEN BUSINESS DAYS (from the receipt of your completed request form and fee), in accordance with Chapter 183A, to process any request for a 6D Certificate.
- ❖ ***Our office will only date 6D Certificates as of the OFFICIAL date of the closing. This prevents any confusion as to who may be responsible for any charges to the unit once it changes ownership. Our office will make the certificate available three business days prior to that official date.* Please indicate on the request form if our office should regular mail the Certificate at that time or you will be picking it up.***
- ❖ Any outstanding balances on the account MUST be paid in full immediately in order to receive a clean Certificate. Please contact our office if you wish to verify any balance.
- ❖ The information that our office provides is only as accurate and complete as the information we receive from the Association, its governing board, agents and attorneys.

Attached is a copy of the request form. Our staff is happy to assist you in making the sale of your unit as smooth as possible. Please do not hesitate to contact us.

Sincerely,
Thayer & Associates, Inc.
Agent for: Shadowbrook Condominium Trust

Shadowbrook Condominium, Inc – Unit Sale – Request for Documents

Processing Fee: \$100

This form must be received in our office along with your check made payable to Shadowbrook Condominium before any information is completed and released.

PLEASE NOTE: THIS FORM CAN ONLY BE FILLED OUT BY THE CONDOMINIUM OWNER OR THEIR AGENT.

Unit Owner: _____

Street Address: _____ Unit #: _____

City, State, Zip: _____ Phone: _____

Please check information requested:

_____ 6D Certificate (available three business days prior to closing date) _____ mail _____ pick up

_____ Completion of lending institution's questionnaire

_____ Copy of Master Deed and Declaration of Trust/By-Laws

_____ Copy of latest financial statement – including annual budget

Note: to obtain a Certificate of Insurance, please contact the insurance agent for the Association. Our office can provide you with the telephone number.

Person requesting 6D Certificate – if not Unit Owner: _____

Relationship to Unit Owner: _____ Firm: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____

Selling Price: _____ Date of Closing: _____
(must be official date)

Full Name of Buyer(s): _____

Buyer's Current Address: _____

Buyer's City, State, Zip: _____ Phone: _____

Will Unit be Owner Occupied: _____ Yes _____ No _____ Unknown _____

Signature of Person Requesting: _____

IMPORTANT: Due to the volume of requests, once this completed form and fee are received, all information checked off will be made available within two business days. The 6D certificate is made available 3 days prior to the closing. If you indicate "mail", it will go out regular mail 3 days prior to the closing.

**Please Return To: Shadowbrook Condominium
Attn: Sale/Refinance Paperwork
1 Shadowbrook Lane
Milford, MA 01757**