



Document Request Form

FOR SALES AND/OR REFINANCE OF CONDOMINIUM UNIT(S)

Service Fees: (Place and X to indicate services requested)

- [] \$100.00 FOR CONDOMINIUM RESALE CERTIFICATE...
[] \$20.00 FOR CONDOMINIUM QUESTIONNAIRE...
[] \$30.00 CONDOMINIUM DOCUMENTS...
[] \$20.00 MONTHLY FINANCIAL STATEMENT...
[] \$20.00 FOR COPIES OF LAST THREE MEETING MINUTES
[] \$25.00 FOR RUSH SERVICE...
[] \$40.00 FOR EXPRESS MAIL OR COURIER SERVICE IF REQUESTED

** THE ABOVE DOCUMENTS WILL BE MAILED WITHIN 3-5 BUSINESS 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

- Date of Request:
• Unit # Address
• Sale Refinance (CHECK ONE)
• Closing Date
• Current Owner
• Owner's Phone (H) (W) (C)
• Seller's Broker Name/Agency
• Seller's Broker # (W) (C) (FAX)
• Other Authorized Agents
• New Owner's Name
• New Owner's Phone (H) (W) (C)
• Will the new owner be living in the unit? Yes No
• If not, Please provide the new billing address

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

[] Enclosed is a check payable to Foreside Real Estate Management for the amount of \$ Mail documents to the following address

[] Payment will be made when the documents are picked up at Foreside's office.

[] Credit and/or Debit Card (Master Card, Visa, Discover) Card# Exp. Date Access Code

Signature Name (please print) Date

The owner agrees to pay for the amount due for services requested and hereby authorizes Foreside Real Estate Management Inc (Foreside). To release information in all matters concerning the unit and/or the condominium including but not limited to special assessments (if any). The information provided by Foreside 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 reliable; however Foreside does not warrant or guarantee the accuracy of this information. Foreside encourages you to obtain this information and to verify the accuracy of this information from other sources.