

 **Foreside**
Real Estate Management, Inc

Document Request Form

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

- \$100.00 - CONDOMINIUM RESALE CERTIFICATE**
In order to obtain a Condominium Resale Certificate, all condominium fees must be paid thru the end of the month. Ex. If the closing is March 15th, all March fees must be paid in full
- \$20.00 - CONDOMINIUM QUESTIONNAIRE**
- \$30.00 - CONDOMINIUM DOCUMENTS-** *Includes Declaration, By-Laws, Rules and Regulation as well and any Amendments*
- \$20.00 MONTHLY FINANCIAL STATEMENT, YEARLY BUDGET & YEAR END FINANCIALS**
- \$20.00 - COPIES OF LAST THREE MEETING MINUTES**
- \$25.00 - RUSH SERVICE-** *If needed within 24-48 hours*

**** 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

- Date of Request: _____
- Unit # _____ Address _____
- Check One: Sale _____ Refinance _____
- Closing Date _____
- Current Owner _____
- Owner's Phone (H) _____ (C) _____
- Seller's Broker Name/Agency _____
- Seller's Broker Phone (W) _____ (C) _____ (FAX) _____
- New Owner's Name _____
- New Owner's Phone (H) _____ (C) _____

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

- Enclosed is a check payable to Foreside Real Estate Management**
- 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 _____

Billing Address _____ Zip _____

Signature: _____ **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.