

The Hofeller Company

Real Estate Management, Maintenance, Brokerage, and Consultation

Eight Alton Place, Suite 3
Brookline, Massachusetts 02446
Tel. # (617) 734-8500
Facsimile: (617) 738-9894

Dear Owner or Representative:

These are the instructions to request documents related to the Sale of a Condominium Unit. The **Sale Documents Request Form** should be completed and returned to the office by fax or email with a copy of the check, cashier check or money order (to start the process); or you can send the form and the payment by regular mail.

In our Sale Documents Request Form, please complete all the information. **The form must be signed by the current Owner(s) in order to release the requested document(s).**

Our normal turnaround time for completing your request is 10 business days from the day that we receive the signed form.

A full payment needs to be made prior to the release and delivery of the document(s) requested. The payment can be made by **check, cashier check or money order payable to “The Hofeller Company” for the total charge of the document(s) requested.**

To release a clean 6(d) certificate all condominium and other fees, including any move-in/out fees that may be assessed when applicable, must be paid in full through the end of the month in which the closing is scheduled to take place. **This payment for fees due to the Association must be made in a separate check payable to the correspondent Condominium Association.**

We will not fill out individual specialized bank questionnaires. We have prepared and will provide our Condominium Association Information Form (Condo Questionnaire) for the bank seeking to place the mortgage on the unit. This Form has proven to be successful in answering the banks' questions.

Filling out individual specialized bank questionnaires can expose the Association to potential liability. If you need more information regarding this matter, please contact us to provide you with the letter from the Association's lawyer that explains in detail this legal issue. Under certain circumstances, additional lawyer fees will be charged if we need to fill in a specialized bank questionnaire.

Should you have any questions, do not hesitate to reach Kiasja Dymond, Client Service Coordinator at 617-734-8500 Ext. 101 or at kdymond@hofeller.com, Fax Number: 617-738-9894. Thank you.