



1046 Main Street, #11
Osterville MA 02655

Tele: 508-420-0299
Fax: 508-420-0789

**Request for Condominium Documents from Realtor
Buyer/Seller Information for First Property Management**

Requests for documents will be processed within 10 business days unless rush service is requested. Payment is required in order to release documents. Please **do not** request a 6(d) (certificate of no assessment due) unless the owners association dues are paid through the month, quarter or year in which they are closing, whichever is applicable.

Please provide a completed, typed or printed request for documents.

Property _____ Closing date _____

Unit owner _____ Unit number _____

Mailing address _____

Buyer.s name _____

Buyer.s address after closing _____

E-Mail Address _____

Buyers phone after closing(____) _____

Fax(____) _____

Broker name and Agency _____

Address _____

Phone _____ Fax(____) _____

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Attorney's Name and Firm _____

Address _____

Phone(____) _____ Fax(____) _____

Sales price _____

The Monthly Assessment for Unit _____ is _____.

_____ is due and payable on this unit.

There is a special assessment of _____ due on _____.

Documents requested:	Check	Cost
Certificate of no assessment due 6(d).	_____	\$75.00
Septic Report	_____	\$50.00
Water Report (If applicable)	_____	\$15.00
Budget	_____	\$50.00
Condominium Documents	_____	\$50.00
Rush Service	_____	\$25.00
		Total _____

Please enclose a check made payable to First Property Management, Inc.
The undersigned owner authorizes First Property Management, Inc. to release information in all matters concerning the unit and association. Information is deemed reliable however First Property Management does not warrant or guarantee its accuracy.

The undersigned agrees to pay First Property Management the total amount due for requested items.

Signature _____ Date _____