



167 Lovells Lane
Marstons Mills, MA 02648
www.fpmcapecod.com

Telephone 508.420.0299
Facsimile 508.420.0789

Request for Condominium Documents from Owner or Agent
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 to release documents. **We cannot release a 6(d), Certificate of No Assessment Due, unless the association dues are paid through the month, quarter or year in which they are closing, whichever is applicable. Also, please note that there may be an upcoming special assessment that the new owner should be aware of.**

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

Current Owner's Name(s): _____
Association Name: _____
Association Street Address: _____
Unit Number: _____
City: _____ **State:** _____ **Zip Code:** _____

***Closing Date (ONLY PROVIDE IF YOU HAVE A SIGNED P&S)** _____

Please fill in the Buyer's Info (as much as you have):

****Required (must be provided prior to receiving a 6d)**

****Buyer(s) Name** _____

****Buyer(s) Address After Closing** _____

****Buyer(s) E-Mail Address** _____

****Buyer(s) Cell Phone** _____ **Home Phone** _____

Work Phone _____

Please Contact Me by (select one) Regular Mail _____ **or Email** _____

Listing Broker Name and Agency _____

Listing Broker Email _____ **Phone** _____

Seller's Attorney's Name and Firm: (if applicable) _____

Buyer Broker Name and Agency _____

Buyer's Broker Phone _____ Email: _____

Buyer's Attorney's Name and Firm (if applicable): _____

Closing Attorney (if different from above) _____

Closing Attorney's Email _____ Phone: _____

****Sales price: _____ Required for Associations with ROFR**

IF YOU ARE ON AUTO PAY, PLEASE BE SURE TO CANCEL AFTER SELLER'S FINAL PAYMENT IS MADE. If this unit includes a fire suppression unit (sprinkler system), a certificate of compliance (if applicable) is required from the appropriate town fire department.

Documents Requested:	Check	Cost
Certificate of No Assessment Due 6(d)	_____	\$125.00
Septic Report (if Applicable)	_____	\$50.00
Financial Information (Budget, Revenue & Expense Report and Balance Sheet)	_____	\$50.00
Condominium Documents (Master Deed, ByLaws, Declaration of Trust)	_____	\$100.00
Condominium Questionnaire/Affidavit Certification (Lenders Form)	_____	\$250.00
Rush Service	_____	\$25.00
	Subtotal:	\$_____
	Transaction Fee:	\$50.00
	Total:	\$_____

Please enclose a *check made payable to:

**First Property Management, Inc., and mail to 167 Lovells Lane, Marstons Mills, MA 02648
Attn: Cathy Ham**

**Please reference the association name and unit number on the check.*

The undersigned owner(s) 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 _____