



6d Request Form

For Sales and/or Refinance of Condominium Unit(s)

Service Fees:

Place a \ to indicate services requested

- \$100.00 FOR 6D CERTIFICATE *In order to obtain a 6d certificate, all condo fees must be paid thru the end of the month. i.e. – if closing is June 15th, all June fees must be paid in full.
- \$40.00 FOR RUSH SERVICE– If documents are needed within four (4) business days.

All requests will be mailed or be ready for pick up in 7-10 business days unless the rush service fee option has been selected.

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| You may mail, fax or email the completed form. | |
| The Albert Corporation 10 Harvard Square, Suite #2 / Brookline, MA 02445 | Fax: 617-277-5079/Email: admin@albertcorp.com Phone: 617-277-3355 x0 |

- Enclosed is a check. A check is being mailed.
- The 6d certificate will be picked up Please mail the 6d to: _____

Checks are made Payable to: The Albert Corporation *If paying by a personal or business check, payment must clear before documents are released. Bank/cashier checks or exact cash are a suggested means of payment.

ALL FIELDS BELOW MUST BE COMPLETED:

DATE OF REQUEST _____ UNIT #/ ADDRESS _____ CLOSING DATE _____

CURRENT OWNER _____ SALE _____ REFINANCE _____ (CHECK ONE)

OWNER'S PHONE # _____ (E-MAIL) _____

SELLER'S BROKER NAME/ AGENCY _____

SELLER'S BROKER # (W) _____ (CELL) _____ (FAX) _____ (EMAIL) _____

OTHER AUTHORIZED AGENTS: _____

NEW OWNER NAME: _____

NEW OWNER'S PHONE (W) _____ (CELL) _____ (FAX) _____ (EMAIL) _____

WILL THE NEW OWNER BE LIVING IN THE UNIT? YES ___ NO ___ IF NO, PLEASE PROVIDE MAILING ADDRESS:

*6D will not be released until new unit owner name, address & phone # is submitted

The undersigned owner agrees to pay the amount due for the services requested.

Signature Date

| | |
|--|--|
| OFFICE USE ONLY | |
| QB? _____ ACH? _____ 1 st Right? _____ | |
| Paid: Check # _____ Cash _____ Amount: _____ | |
| Mailed <input type="checkbox"/> Picked-up <input type="checkbox"/> Date _____ Initial: _____ | |

The owner hereby authorizes The Albert Corporation (TAC) to release information in all matters concerning the unit and/or the condominium including but not limited to special assessments (if any), pending litigation (if any), condominium fee increases (if any). The information provided by TAC 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 to be reliable; however, TAC does not warrant or guarantee the accuracy of this information. TAC encourages you to obtain this information and to verify the accuracy of this information from other sources.