THE ALBERT CORPORATION

Document Request Form

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

Place a √ to indicate services requested

☐ $100.00 FOR LOAN PAYOFF LETTER – *Includes breakdown of loan payments made.*

☐ $125.00 OR $175.00 FOR UNIFORM PROJECT QUESTIONNAIRE – *aka Condo Questionnaire, Mortgage Questionnaire* (1 page questionnaire = $125.00, 2+ pages = $175) **Please submit questionnaire along with the Request Form, TAC does not have a standard questionnaire form*

☐ $75.00 FOR CONDOMINIUM DOCUMENTS – *Includes Master Deed, Trust, By-Laws and Amendments*

☐ $50.00 FOR FINANCIAL PACKET – *Includes Monthly Financial Statement, Yearly Budget & Year-End Financial Statement*

☐ $30.00 FOR MEETING MINUTES– *Includes copies of the last 3 meeting minutes*

☐ $40.00 FOR RUSH SERVICE– *If documents are needed within two (2) 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.

*To request a 6d certificate: use the 6d Request Form (located under Forms on our website, www.albertcorp.com)

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

○ Payment will be made when documents are picked up at The Albert Corporation

*Checks made Payable to: The Albert Corporation *Payment must be received before documents are released.*

◉ Please e-mail documents to: _____

○ Please mail documents to: _____

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 # _____ E-MAIL: _____

OTHER AUTHORIZED AGENTS:_____

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

OFFICE USE ONLY

Paid: Check # _____ Cash___ Amount: _____

Mailed☐ Picked-up☐ Date _____ Initial: _____

_____ _____

Signature Date

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.