THE LUNDGREN MANAGEMENT GROUP, INC.
121 Captain's Row Chelsea, Ma 02150 (617) 887-3333 Fax (617) 887-3330

DOCUMENT ORDER FORM – FOR SALES, REFINANCES, OR HELOC

IN ORDER TO SUPPLY YOU WITH THE DOCUMENTS YOU ARE REQUESTING, THE UNIT OWNER(S) MUST COMPLETE AND SIGN THE FOLLOWING FORM IN ADDITION TO AN INDEMNIFICATION RELEASE FORM. PAYMENT, WHERE APPLICABLE, MUST BE RECEIVED IN FULL BEFORE SERVICES CAN BE PROCESSED. CHECKS MUST BE MADE PAYABLE TO LUNDGREN MANAGEMENT. LUNDGREN MANAGEMENT'S MERCHANT PAYPAL ACCOUNT IS NOT LINKED OR AFFILIATED WITH CONDOMINIUM FEE PROCESSING IN ANY WAY AND PAYMENTS RECEIVED THROUGH THIS SERVICE CANNOT BE CREDITED TOWARD CONDOMINIUM FEES.

Transaction Type: (select One) _____ **REFINANCE/HELOC** _____ **SALE**

Condominium Association Name _____

Unit Street Address_____**Unit Number**_____

Unit Owner Name(s)_____

Owner Phone Number(s)/Email_____

Name/Phone/Email of Person Authorized to Act on Owners' Behalf: _____

DOCUMENTS REQUESTED

☐ **NO CHARGE Email Copies of Condo Docs Package**
Includes Copies of Master Deed, Declaration Of Trust And/Or By-Laws If Applicable, The Current And Past Year's Operating Budget, Current Balance Sheet, And Minutes To The Three Most Recent Board Meetings.

☐ **NO CHARGE Lundgren Management's Condominium Fact Sheet**
A Pre-Filled Standard Condo Questionnaire Substituted for Completing The Lender's Questionnaire.

☐ **$250.00 Completion of One Condo Questionnaire for a Sale or Refinance** (Non-FHA only)

☐ **$400.00 Competition of One FHA Loan Condo Questionnaire For A Sale Or Refinance Transaction**

☐ **$125.00 One Notarized 6(D) Certificate – CLOSING DATE**: _____

(**Important**: The closing date will determine the amount of condominium fees due before we can issue your 6(d) certificate. If you are closing near the beginning of the month, the full month's condo fee must be paid in advance. e.g., If closing on February 2nd the full month of February must be prepaid for a "clean" 6(d) certificate unless your lender or closing attorney will accept a 6(d) certificate through the month of January)

Where would you like the 6(d) Certificate mailed to or mark for pick up: _____

_____

All SALE transactions must also complete the following section:

Buyer Name(s): _____

Sales Price: (Required for Properties with a Right Of First Refusal) _____

Buyer Email (for Welcome Package): _____

Post-Closing Mailing Address: _____

Phone Number(s)_____

Unit Will Be (select one): ___**Primary Residence** ____ **Secondary Residence** ____**Investment**

Does The Buyer Already Own Other Units at This Property? ____ YES ____NO

If Yes, Which Other Units? _____

☐ **$ 50.00 Rush Fee** (Required For All Transactions Closing Within five (5) Business Days Of Order)

Note: Additional Charges Required If:
- ✓ Additional 6(D) Certificates Are Required For Any Reason;
- ✓ Additional Condominium Questionnaires Are Required For Any Reason;
- ✓ Extended Documentation Requirements For FHA Transactions;
- ✓ Lender Requires Signature Certification Of Condominium Questionnaire, And Lundgren Management Determines that Lender's Certification or Form Must Be Reviewed By Legal Counsel;

PLEASE SELECT YOUR PAYMENT METHOD:

☐ **CHECK OR MONEY ORDER** - Enclosed with This Form Is A Check/Money Order Payable To Lundgren Management.
Personal Checks Will Take Additional Time to Process, If You Are Closing Within the Next 10 Days Please Submit A Money Order.

☐ **CREDIT CARD** - additional 4% convenience fee applies. Please provide the email address where you would like to receive our electronic invoice with instructions on how to pay by credit card

Email For Payment Link: _____

_____ _____
Signature Of Unit Owner 1 Date Signature Of Unit Owner 2 Date

_____ _____
Print Name Of Unit Owner Signing Above Print Name Of Unit Owner Signing Above

EMAIL COMPLETED FORM TO: JANELLE@LUNDGRENMGMT.COM OR FAX TO 617-887-3330