

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, we require the unit owner to complete and sign the following form. Payment must be received in full before services can be processed. Checks must be made payable to Lundgren Management.

Please complete the following information:	
Check One: <input type="checkbox"/> SALE (with Lender Financing) <input type="checkbox"/> SALE (without Lender Financing) <input type="checkbox"/> REFINANCE/HELOC	
Condominium Association Name:	
Street Address:	Unit Number:
Unit Owner Name(s):	Phone Number:
Person Authorized to Act on Owner(s) Behalf:	Phone Number for Authorized Agent:
Email Of Recipient For Selected Documents (n/a for 6(d) Certificates):	

Please complete the following information:

- 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.
- \$ 75.00 Completion of One Condo Questionnaire for a Refinance or Equity Line of Credit Approval** (Non-FHA only)
- \$175.00 Completion of One Condo Questionnaire for a Sale (Buyer's Financing Approval - Non-FHA only)**
- \$250.00 Completion of One FHA Loan Condo Questionnaire for a Sale or Refinance transaction**
- \$100.00* One notarized 6(d) Certificate – Closing Date:** _____ (required)
Name and Address to mail certificate to: _____
*All **SALE** transactions must also submit our **6(d) CERTIFICATE SALE ADDENDUM** in order for the 6(d) certificate to be released.
- \$ 50.00 Rush Fee** (Required for all transactions closing within 5 business days of order)

NOTE: Additional charges required if:

- additional 6(d) certificates are required for any reason; or
- 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 must be reviewed by legal counsel;

Please select your payment method:

<input type="checkbox"/> 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.	<input type="checkbox"/> 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: _____
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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.

The undersigned unit owner(s) hereby authorize(s) The Lundgren Management Group, Inc. (LMG) to release information in all matters concerning the unit and the association or trust, including pending litigation, if any. All information is provided by LMG, in its capacity as Agent for the Association or Trust, to the best of our knowledge and belief; information is gathered from sources deemed to be reliable; however LMG does not warrant or guarantee the accuracy of the information and you are urged to verify this information through other sources and no representation is provided for any period of time beyond the date hereof. The undersigned agree to pay LMG the total amount due for items requested and should LMG be required to pursue collection action for payment of requested information further agree to pay a minimum of \$250.00 in collection costs.

In consideration for LMG releasing such documentation as described above, the undersigned hereby remise, release and forever discharge The Lundgren Management Group, Inc. and the Condominium, their agents and employees and agree to defend and hold harmless, from any and all liabilities and claims arising from the provision of (or failure to provide) any information to any person, including without limitation the buyer, buyer's attorney, the buyer's spouse, or any broker or lender, whether before or after signing this Agreement.

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 _____

6(d) CERTIFICATE SALE ADDENDUM (Addendum to Document Order Form)

A 6(d) certificate is required for all sales in the state of MA to certify that there are no funds (or the amount of funds) owed to your condominium at the time of your closing. You (or your agent) must communicate with your buyer (or your buyer's agent) to determine when you are closing, what month your condominium fees must be paid through, and when you will need the certificate.

In order to process your 6(d) certificate request in time for your closing, we encourage advanced payment of all condominium fees due through the date of your closing, in cleared funds, and we require submission of all buyer information requested below.

Please keep in mind that personal checks or online bill payments may require up to 10 business days to clear before the 6(d) certificate can be released. To avoid delays in processing, we strongly suggest that all final condominium fee and Lundgren payments be made via money order or a bank cashier's check.

Please have your buyer or their broker complete and return this form to Lundgren Management at:

Email: condocommunications@lundgrenmgmt.com
 Fax: 617-887-3330
 Mail: 121 Captain's Row
 Chelsea MA 02150

Condominium Association Name:	
Street Address:	Unit Number:
Seller(s) Name:	
Closing Date:	Certificate Needed Through Month of:
<p><small>*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. Example: If closing on February 2, 2017, the full month of February must be prepaid for a "clean" 6(d) certificate unless your buyer (or their closing attorney) will accept a 6(d) certificate through the month of January 2017.</small></p>	

Buyer Information – ALL BUYER FIELDS ARE REQUIRED		
Buyer Name(s):		
Sales Price (Required for Properties w/ a Right of First Refusal)		
Email Address For Welcome Package:		
Post-Closing Mailing Address, City, State, Zip:		
Phone Number (1):	Phone Number (2):	Phone Number (3):
Unit will be: (Please select one) <input type="checkbox"/> Primary Residence <input type="checkbox"/> Secondary Residence <input type="checkbox"/> Investment (confirm if Board approval if required)		
Does this person already own other units at this property? <i>If yes, which other units at this property?</i>		
		<input type="checkbox"/> Yes <input type="checkbox"/> No