

6(d) Order Form for a Scheduled Closing

All Fields Must Be Completed – if field is not applicable, please write N/A

1. Unit Information

Check One: <input type="checkbox"/> SALE (with Lender Financing) <input type="checkbox"/> SALE (without Lender Financing) <input type="checkbox"/> REFINANCE		
Condo Association Name:		Closing Date :
Street Address:		Unit Number:

2a. Seller/Current Owner Information

Unit Owner Name(s):	
Forwarding Address :	
Email Address:	
Phone Number:	
Sales Price:	
Storage Unit (if any):	Parking Space(s) (if any):
Person Authorized to Act on Owner(s)' Behalf:	Phone Number for Authorized Agent:

2b. Buyer Information

Buyer Name(s):		
Mailing Address :		
Email Address:		
Phone Number (1):	Phone Number (2):	Phone Number (3):

3. Please check one box below:

- No Additional Charge - select **only** if you have previously paid for a Lender Information Package for this transaction
- \$60.00 – select if 6(d) is for a sale with no lender financing or select if you need a modified/additional 6(d)
- \$50.00 – select if you need the 6(d) within five business days (payment by credit card or cleared funds required)

4. Please select a delivery method:

- In-Person Pickup *Proper ID Required*
- Standard U.S.P.S. Service
- Express Mail Service - \$30.00

5. To whom should the requested documents be released or mailed? Please include address for mail service.

Name(s):	Phone Number:
Street:	City/State/Zip:

6. Please select your payment method, if additional charges were selected in sections 3 and 4 above.

- Enclosed with this form is a check/money order payable to Lundgren Management OR Please email a PayPal request for payment by credit card to:
- EMAIL: _____

6(d) Order Form

7. Agreement - Fill in the blanks with the condominium unit number and condominium name.

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. Information in reference to this transaction is being provided by LMG, 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 LMG does not warrant or guarantee the accuracy of the information and you are urged to verify this information through other sources. The undersigned agree to pay LMG the total amount due for items requested and further agree to pay a minimum of \$250.00 in collection costs should LMG be required to pursue collection action for payment of requested information. The undersigned hereby certify that I/we am/are the owner of record of the above noted unit, unit _____ at _____ Condominium.

In consideration for LMG releasing such information as described above, the undersigned hereby remise, release and forever discharge The Lundgren Management Group, Inc. and _____ 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. This Agreement shall take effect as a sealed instrument.

8. Signature(s) – Witness Required/Notary Not Required

<p>Witness By: _____ Signature of Witness</p> <p>_____</p> <p>Print Name of Witness</p>	<p>By: _____ Signature of Unit Owner</p> <p>_____</p> <p>Print Name of Unit Owner Signing Above</p>
<p>Witness By: _____ Signature of Witness</p> <p>_____</p> <p>Print Name of Witness</p>	<p>By: _____ Signature of Unit Owner</p> <p>_____</p> <p>Print Name of Unit Owner Signing Above</p>

For Office Use Only:

Lndr Pkg Order Form Rec'd? Yes No
If No, 6(d) Fee Paid Date _____

Date Received _____
Rush Fee Yes No _____

Broker's Name _____
Agency _____
Phone Number _____

Date of Sale _____
Date of Refi _____

Balance Owed

Condo Fees \$ _____
Assessment \$ _____
Other \$ _____
Total \$ _____
Received on _____

Check for Future Assessments _____

Right of First Refusal
***004 & 056 only*

Sent to Trustees _____
Sales Price Confirmed _____
Completed & Notarized _____

6(d) Certificate
Completed & Notarized _____

Storage
Paying for a bin _____

New Owner
Information in computer _____

Package Scanned _____

Package Mailed _____