The Lundgren Management Group, Inc.

121 Captain's Row Chelsea, MA 02150 (617) 887-3333 Fax (617) 887-3330

Document Order Form

Dear Unit Owner:

In order to supply you with the documents you are requesting we require the unit owner or authorized agent to complete the following form. Payment for documents must be made by check payable to The Lundgren Management Group, Inc. Cash and credit cards not accepted. Payment must be received in full before services can be processed.

Thank you,
The Lundgren Management Group, Inc.

Please complete the following information:

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:

Please check all requested documents:

- ☐ $25.00 Condominium Documents (includes Master Deed, By-Laws, and/or Declaration of Trust)
- ☐ $15.00 Year End Audited Financial Statement* for Year End 2009
- ☐ $15.00 Year End Audited Financial Statement* for Year End 2008

  *If audited financial reports are either not yet available or not applicable, an unaudited year-end balance sheet and income statement will be provided instead.
- ☐ $10.00 Copies of Minutes from Three Most Recent Meetings
- ☐ $10.00 Current Condominium Budget
- ☐ $10.00 Prior Year Condominium Budget
- ☐ No Charge Standardized Condominium Information Sheet (used in place of a Condominium Questionnaire)

Please select a delivery method:

- ☐ **Pick Up at Lundgren Management's Chelsea Office**
  Date of Pick Up_____
- ☐ **Standard U.S. Postal Service**
- ☐ **Express Mail Service** ($30.00 Service Fee required)

Delivery Name:
Delivery Address:

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.

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 Owner1 Date Signature of Unit Owner2 Date

_____ _____
Print Name of Unit Owner Signing Above Print Name of Unit Owner Signing Above

FOR OFFICE USE ONLY Date Paid_____ Date Processed_____