

Lender Package Order Form for a Sale/Refinance

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

We have received a request to supply a lender/mortgage broker with information pertaining to your unit and/or your condominium association for the purpose of a sale or refinance. Please review the package and pricing details below, indicate your preferred method of payment, and sign the attached agreement.

1. Unit Information	
Condominium Association Name:	Anticipated Closing Date :
Street Address:	Unit Number:
Unit Owner Name(s):	Phone Number:
Unit Owner Email Address(es):	

2. To whom should the requested documents be released or mailed? Please include address for mail service.	
Name(s):	Phone Number:
Address:	Email:

3. Package Selection – Check One
<p><input type="checkbox"/> Lender Package for a Sale - \$195.00</p> <p><input type="checkbox"/> Lender Package for a Refinance - \$95.00</p> <p>The packages listed above include the following:</p> <ul style="list-style-type: none"> Assistance with completion of one lender's condominium questionnaire; Preparation of one notarized 6(d) certificate within ten business days of receipt of separate 6(d) request form; <p>Also included upon request:</p> <ul style="list-style-type: none"> Copies of minutes from three most recent meetings, if available; Copy of year-end financial statement, if available; and Copies of current year and prior year condominium budgets. <p>NOTE: Additional charges required if</p> <ul style="list-style-type: none"> lender requires signature certification of condominium questionnaire, and Lundgren Management determines that Lender's certification must be reviewed by legal counsel; borrower is seeking an FHA loan and additional documentation is required; additional 6(d) certificates are required for any reason (additional certificates begin at \$60.00 each); faster turnaround of 6(d) request is required; or additional condominium questionnaires must be completed. (additional questionnaires begin at \$35.00 each).

4. Payment Method – Check One			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding-right: 20px;"> <input type="checkbox"/> I want to pay by Check/Money Order Please enclose your check/money order payable to Lundgren Management for the selected package. </td> <td style="width: 10%; text-align: center; vertical-align: middle;">OR</td> <td style="width: 40%; vertical-align: top;"> <input type="checkbox"/> I want to pay by Credit Card (*additional 4% fee will apply) Please provide the email address where you would like to receive our electronic invoice with instruction on how to pay by Credit Card: EMAIL: _____ </td> </tr> </table>	<input type="checkbox"/> I want to pay by Check/Money Order Please enclose your check/money order payable to Lundgren Management for the selected package.	OR	<input type="checkbox"/> I want to pay by Credit Card (*additional 4% fee will apply) Please provide the email address where you would like to receive our electronic invoice with instruction on how to pay by Credit Card: EMAIL: _____
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5. 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.

6. 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:

Date Form was Received _____

Pymt Method _____

Date PayPal Invoice Sent _____ or N/A

Date Pmt was Received _____

Pymt Amount Rec'd \$ _____

Questionnaire Enclosed? _____

Doc's Sent completed condo questionnaire
 request form condo questionnaire
 All Package Docs (Meeting Minutes, Budgets, Financials)
 6(d) request form

Date Package Sent _____

Method Sent _____ as indicated on page. 1

Name(s) of Addressee _____