

DOCUMENT REQUEST FOR SALES AND/OR REFINANCE OF CONDOMINIUM UNIT(S)

- [] New Sale [] Refinance (Place an X to indicate services requested)
1. [] \$75.00 For 6(d) Certificate - In order to obtain a 6(d) Certificate, all condominium fees and Assessments must be paid through the end of the month. Please allow 5 to 14 days (rush service may NOT be available for this request)
2. [] \$100.00 For ActionVest's Uniform Project Questionnaire - aka. Condo Questionnaire/Mortgage Questionnaire. Please allow 5 to 7 days
3. [] \$125.00 to \$400.00 For Bank's Uniform Project Questionnaire - to be filled out by Condominium Association's attorney. Please allow 7 to 10 days (note: this is an estimated cost & time, rush service is NOT available for this request)
4. [] \$25.00 For Condominium Documents - Includes Master Deed, Trust, By-Laws, and any Amendments if recorded. Please allow 3 to 5 days
5. [] \$10.00 For Monthly Financial Statement - Includes Balance Sheet, Income Statement, and Annual Budget/Per Year. Please allow 3 to 5 days
6. [] \$10.00 For Annual Meeting Minutes/Per Year. Please allow 3 to 5 days
7. [] \$ 5.00 For an ActionVest Confirmation Letter. Please allow 3 to 5 days
8. [] \$50.00 For RUSH Service - If needed within 48 Hours
9. [] \$40.00 For Express Mail or Courier Service - If Requested and If Available
10. [] INSURANCE CERTIFICATE: Certificates are obtained directly from the Insurance Agent, not the Management Company

TOTAL DUE: \$ _____ Made Payable To: ActionVest Management Corp. (Payment must be received in order for the documents to be released. We accept cash, check, money order or credit cards) ALL MONEY COLLECTED IS NON-REFUNDABLE

Date of Request: ___/___/___ Condominium Name: _____

Real Estate Broker: _____ Phone/Fax #: _____

Property Address: _____

Unit Owner Name(s): _____

Unit Owner Phone #: _____ Home _____ Work _____

*Buyer(s) Name: _____

*Buyer(s) Address: _____

*Buyer(s) Phone #: _____ Home _____ Work _____

*Buyer(s) Email Address: _____

Closing DATE: ___/___/___ Monthly Fee: \$ _____ Account Balance: \$ _____

Will the new owner be living in the unit? [] Yes [] No

I/We are ordering the information initialed above and thereby I/we the undersigned owner(s) hereby authorize ActionVest Management Corp. to release information for the above transaction concerning the unit and the Association including pending litigation (if any). ActionVest Management Corp., is providing information in reference to this transaction in its capacity as Agent for the Association or Trust, to the best of its knowledge or belief. Information is gathered and sources deemed to be reliable; however, ActionVest Management Corp. does not warrant or guarantee the accuracy of this information and you are urged to verify this information through other sources. Unit owner agrees to indemnify and hold ActionVest Management Corp. and the Association or Trust harmless on any claim arising from the receipt of such information. I/We agree to pay ActionVest Management Corp. the total amount due for the items/services requested.

Signature of Unit Owner or Authorized Rep _____

Unit Owner Name (Print) _____

Office Use Only:

- [] Yardi (+ Remove from Condo Café)
[] MI Packet / Welcome Letter / CAB Info / Insurance Addendum (18 Robert Street, Alton, BPCA, Carriage, Claridge, Corey, Hallmark, Trolley, WOTS)
[] Contacts - Email
[] Trustee Change and Trustee Notification
[] Intercom & Mailbox Label
[] Parking
[] Direct Deposit Form
[] Move-In Fee (15T-\$250, Cool27-\$500, Hancock-\$250, Stockholm-\$250, Trolley-\$500, WOTS-\$300)
[] Move-Out Fee (143P-\$250, 15T-\$250, 241R-\$250, 432N-\$250, 80R-\$200, 80W-\$150, Bay State-\$100, Carriage-\$150, Cool27-\$500, Corey-\$50, Hallmark-\$75, Hancock-\$250, Robert-\$100, Stockholm-\$250, Trolley-\$500)
[] Email Drip
[] Other:

_____ Condominium

INDEMNITY AND RELEASE AGREEMENT
IN REGARD TO THE DISCLOSURE OF
INFORMATION IN CONNECTION WITH
THE PROSPECTIVE SALE OR REFINANCE OF A UNIT

This Agreement is made this day by and between the below listed Unit Owner(s) of the herein specified Unit of the _____ Condominium, _____, Massachusetts (hereinafter referred to as a "Unit Owner"); and in the event of the sale of the Unit, the below listed prospective purchaser(s) of the Unit (hereinafter referred to as the "Buyer"); and the _____ Condominium Trust including its managing agent, _____ Management Corp (hereinafter referred to as "Board").

WHEREAS, a third party desires to obtain certain information in regard to the management, operation and affairs of the Condominium in connection with the sale [or refinance of the Unit].

WHEREAS, the Unit Owner desires that such information be provided to the third party by _____, its agents, servants and/or employees, to the extent such is not confidential.

WHEREAS, the Board has no obligation to provide such information, but is willing to do so upon certain terms and conditions.

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which is hereby accepted and acknowledged, it is covenanted and agreed that _____, its agents, servants and/or employees, upon written request from any third party requesting information as a result of, or in preparation for the subject transaction (sale or refinance), pertaining to information in regard to the management, operation and affairs of the Condominium, shall respond thereto in writing to the extent reasonable and proper. Such response shall be made with reasonable dispatch, but no earlier than (7) seven days from the Board's receipt of this Agreement executed by the Unit Owner and Buyer (if applicable) and the written request specifying the information desired.

It is specifically acknowledged and agreed that any costs incurred by the Board beyond providing this agreement and the initial response to the request for information, shall be the Unit Owner's responsibility, and if not paid when requested shall be assessed to the Unit's account. Further, the Board may require the Unit Owner to pre-pay such amounts prior to undertaking the release of further information.

The Unit Owner and Buyer hereby remise, release and forever discharge the Board its agents, servants and/or employees, from all debts, demands, actions, causes of action, suits, dues, sum and sums of money, accounts, reckonings, bonds, specialties, covenants, contracts, controversies, agreements, promises, doings, omissions, variances, damages, extents, executions and liabilities and any and all other claims of every kind, nature and description whatsoever, both in LAW and EQUITY, which against the Board, or its agents, servants, employees, successors or assigns, the Unit Owner and/or Buyer may now or in the future have in any way, directly or indirectly, relating to the request for information made hereunder and the Board's response thereto. The Unit owner and/or Buyer further agree to indemnify and hold the Board, its agents, servants and/or employees, harmless in regard thereto, including any and all attorneys fees and costs incurred by Board, its agents, servants and/or employees.

IN WITNESS WHEREOF the parties have hereunto set their respective hands and seals
this _____ day of _____ 20____.

Unit Owner Signature Unit Owner Name

Unit Owner Signature Unit Owner Name

Date Unit #

Buyer Signature Buyer Name

Buyer Signature Buyer Name

Address: _____
Contact: _____
Date: _____