

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

(Place an X to indicate services requested)

- [] New Sale [] Refinance
- [] **\$20.00** For 6(d) Certificate – In order to obtain a 6(d) Certificate, all condominium fees must be paid through the end of the month. Please allow 7 to 10 days
- [] **\$25.00** For Uniform Project Questionnaire – aka. Condo Questionnaire/Mortgage Questionnaire
- [] **\$25.00** For Condominium Documents – Includes Master Deed, Trust, By-Laws, and Amendments
- [] **\$10.00** For Monthly Financial Statement – Includes Balance Sheet, Income Statement, and Annual Budget/Per Year
- [] **\$ 5.00** For Annual Meeting Minutes/Per Year
- [] **\$ 5.00** For an ActionVest Confirmation Letter
- [] **\$25.00** For RUSH Service – If needed within 48 Hours
- [] **\$40.00** For Express Mail or Courier Service – If Requested
- [] **INSURANCE CERTIFICATE:** _____

TOTAL DUE: \$ _____ Made Payable To: ActionVest Management Corp. [Payment must be received in order for the documents to be released. We accept cash, check, or money order only]

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 _____ Unit Owner Name (Print) _____

Office Use Only:

- Yardi
- MI Packet / Welcome Letter
- Monthly Label
- Beneficial Form
- Contacts – Email
- Trustee Change
- Move-Out Fee
- Order Coupon Book & Spreadsheet Change