

# The Mackin Group, Inc.

## Real Estate Management

7 Harvard Street

Brookline, MA 02445

Tel #: (617)277-1166

Fax #: (617)734-9303

Dear Unit Owner or Agent:

Pursuant to your request regarding the sale or refinance of your unit, a 6(d) certificate and/or other information will be prepared for your unit. In order for our office to begin processing your request, this form must be completed in its entirety and returned to our office along with a check for the appropriate fee amount (see list of fees below).

Our normal turnaround time for processing a 6(d) certificate, once the above information is received, is approximately 10 business days.

Note: a standard Condominium Association Information Sheet will be provided to the bank or mortgage company and is included in the Sale/Refinance Administration Fee. If your bank or mortgage company requires that their own form be completed, an additional fee of \$25 will be charged to your account.

### Sale/Refinance Fees

_____ Sale of Unit	\$75.00	Sale Administration Fee includes a notarized 6(d) certificate, right of first refusal (if applicable), providing Condominium Association Information Sheet, copies of the Condo Docs (master deed, declaration of trust and rules & regulations), provide copy of current budget, answering questions about the property from the related parties.
_____ Refinance	\$45.00	Refinance Administration Fee includes a notarized 6(d) certificate, providing Condominium Association Information Sheet, copies of the Condo Docs (master deed, declaration of trust and rules & regulations) provide copy of current budget, answering questions about the property from the related parties.

### Other Documents Available

_____ Copy of Condominium Documents only	\$35.00
_____ Copy of Insurance Policy	\$35.00
_____ Copy of Annual Meeting Minutes (if available)	\$10.00/year
_____ Condominium Information Sheet only	\$25.00
_____ Bank or Mtg Co. HOA Questionnaire	\$25.00
_____ Year End Financial Statement	\$10.00/year
_____ Express Mail Service	\$20.00

Total: \$\_\_\_\_\_ Please make checks payable to: The Mackin Group, Inc.

The undersigned owner(s) hereby authorize The Mackin Group, Inc. to release information for the above transaction concerning the Unit and the Condominium Association including pending litigation and future repair plans of the Association. Information in reference to this transaction is being provided by The Mackin Group, Inc. in its capacity as Agent for the Association or Trust to the best of its knowledge. The Mackin Group, Inc. does not warrant or guarantee the accuracy of the information provided. Unit Owner agrees to indemnify and hold The Mackin Group, Inc. and the Association or Trust harmless on any claim arising from the receipt of such information. The Unit Owner further agrees to pay The Mackin Group, Inc. the total amount due for the items/services requested.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name printed

Unit Address: \_\_\_\_\_