

UNIT SALE REFINANCE
INFORMATION SHEET



DATE: _____

ASSOCIATION: _____

UNIT ADDRESS: _____

SELLER'S NAME: _____

PHONE: _____ EMAIL: _____

BUYER'S NAME: _____

PHONE: _____ EMAIL: _____

REAL ESTATE CO: _____

CONTACT PERSON: _____

PHONE: _____ EMAIL: _____

FAX: _____

CLOSING DATE: _____

**DOCUMENTS REQUIRED BY MORTGAGE COMPANIES/BANKS, REAL ESTATE BROKERS
AND/OR BUYERS**

6d Certificate: An affidavit from a condominium association certifying that there are no outstanding assessments or condominium fees on a particular unit. It is issued and certified by the management company the month of the closing.
Cost: \$100.00

Questionnaire: A form certified by the management company that provides extensive information regarding the Association. It is generally required by a mortgage company.
Cost: \$100.00 for the Association's form. \$350.00 for Bank/Mortgage company's form.

Condominium Documents, financials, trustee meeting minutes, other misc paperwork: Provided by the management company.
Cost: Free of Charge if provided via email. Contact office for the cost of paper copies.

Accepted methods of payment: cash or credit card (MasterCard, Visa, American Express only), checks payable to Lorell Management (not accepted if within 7 days of closing date)

Note: 2 business days are required for preparation

Return to: Lorell Management Corporation
Via email: we_manage@lorellmanagement.com
Via mail: 84 Richardson Avenue, Norton, MA 02766
Via fax: 508-222-1220

Direct questions to: Office at (508) 222-1220 / we_manage@lorellmanagement.com

Update 02/2024