

**JANEK PROPERTY MANAGEMENT
REAL ESTATE DOCUMENT ORDER FORM**

Please complete the relevant information for your request and submit it for processing. **Your mortgage lender will require you to present a 6D certificate at the closing/refinancing of your unit.** The 6D certificate states the balance owed by the unit owner to the condominium association, as of the end of the month in which the closing takes place. Mortgage lenders may also require a current insurance certificate from the association's insurance carrier or a condominium financing questionnaire. In addition, lenders frequently require copies of the association's operating budget, financial statements & meeting minutes. Payment is to be made by **CHECK ONLY!** No credit cards or electronic payments accepted.

To obtain the required documents, please send the completed form and a check for the designated amount, payable to Janek Property Management, 76 Emmons Street, Franklin, MA 02038. **Please allow 5-7 business days for processing. Forms that are missing information needed to complete order will require 5-7 days to process from the date information is provided. If this is a RUSH order, the additional fee is \$50. If you need a document sent overnight, the fee is \$35.00.**

******* You will not receive the 6D certificate until your balance is \$0 *******

- | | | |
|--------------------------|---|-------|
| <input type="checkbox"/> | ALL DOCUMENTS (Condo Docs, Condo Questionnaire, Financial Reports, 6D & Ins. Cert.) | \$300 |
| <input type="checkbox"/> | PARTIAL SET (Questionnaire, Financial Reports, 6D & insurance certificate) | \$250 |
| <input type="checkbox"/> | 6D CERTIFICATE (Only valid for the month issued) | \$100 |
| <input type="checkbox"/> | INSURANCE CERTIFICATE (*Mortgagee Clause REQUIRED) | \$35 |
| <input type="checkbox"/> | CONDOMINIUM FINANCING QUESTIONNAIRE (<u>Provided by Lender</u>) | \$100 |
| <input type="checkbox"/> | FINANCIAL REPORTS (Monthly operating budget, financial statements & minutes) | \$75 |
| <input type="checkbox"/> | CONDOMINIUM DOCUMENTS (Electronic version: Master Deed & Declaration of Trust) | \$75 |

DATE REQUESTED:			
REQUESTED BY:			
UNIT OWNER NAME:			
ADDRESS:			
CITY, ZIP:			
PHONE:			
EMAIL:			
CIRCLE ONE:	<table style="display: inline-table; border: none;"> <tr> <td style="padding: 0 20px;">SALE</td> <td>REFINANCE</td> </tr> </table>	SALE	REFINANCE
SALE	REFINANCE		
CLOSING DATE:			

REAL ESTATE AGENT:	
PHONE :	
EMAIL:	
ATTORNEY:	
ADDRESS:	
	<i>Is this where you would like the 6D mailed to? Yes No</i>
PHONE:	
EMAIL:	
	<i>The information below <u>MUST</u> be provided so that the new unit owner can receive a Welcome Packet quickly!</i>
BUYERS NAME:	
PHONE:	
EMAIL:	
MORTGAGE BROKER:	
EMAIL:	

***If you require an Insurance Certificate, you MUST provide the information below. We cannot issue an insurance certificate without this information.**

*BUYER'S MORTGAGE HOLDER:	
	ISAOA/ATIMA
ADDRESS:	

**INDEMNITY AND RELEASE AGREEMENT
IN REGARD TO THE DISCLOSURE OF
INFORMATION IN CONNECTION WITH
THE PROSPECTIVE SALE (REFINANCING) OF A UNIT**

This agreement is made this day by and between the below listed Unit Owner(s) of the herein specified Unit (hereinafter referred to as "Unit Owner") and the Board of Trustees of the association (hereinafter referred to as the "Board").

WHEREAS, the Unit Owner desires to obtain certain information in regard to the management, operation and affairs of the association;

WHEREAS, the Unit Owner desires that such information be provided by the Board, 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, it is covenanted and agreed that the Board, its agents, servants and/or employees, upon written request of the Buyer for 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 may be made with reasonable dispatch, ***but in no event sooner than five (5) from the Board's receipt of the Agreement executed by the Unit Owner and the written request specifying the information desired. If Unit Owner requires any documentation in less than five (5) days, there will be a \$50 expedite fee.***

The Unit Owner 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, natures 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 not 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 the indemnity and hold the Board, its agents, servants and/or employees, harmless in regard thereto, including all attorney's fees and costs incurred by the Board, its agents, servant and/or employees.

IN WITNESS WHEREOF the parties have hereunto set their respective hands and sea

this _____ day of _____, 2018.

UNIT NUMBER _____

UNIT OWNER _____

SIGNATURE _____