



6(d) CERTIFICATE REQUEST

ORDER FORM FOR SALE OR REFINANCE OF A UNIT

Valley Property Management PO Box 3649 Amherst MA 413-225-1105 alan@valleypm.com www.valleypm.com

Date of Request _____ Date Required _____

Condominium Name _____

Unit Owner's Name _____ Unit Number _____

Phone Number _____ Estimated Closing Date _____

E-mail address _____

Deliver completed form to (Name, email, fax and phone): _____

The undersigned unit owner(s) hereby authorize Valley Property Management (VPM) to release information in all matters concerning the unit and the association, including pending litigation (if any). Information in reference to this transaction is being provided by VPM, in its capacity as agent for the association or trust, to the best of its knowledge and belief. Information is gathered from sources deemed to be reliable; however, VPM does not warrant or guarantee the accuracy of the information and you are urged to verify this information through other sources.

Owner's signature

Owner's signature

New Unit Owner Information

Please provide us with the info below for the buyer / new owner of the condo unit.

Unit Owner's Name(s) _____ Email Address _____

Phone Number _____

Mailing address (city, state, zip) _____

Intended use of the condo unit (check one): () Unit will be owner occupied () Unit will be rented to tenants*

*Note, if unit will be rented to tenants, the association requires a rental packet be completed and returned prior to rental, please contact our office for more information.

Helpful Information

What is a 6(d) certificate?

A 6(d) certificate is required for the sale or transfer of ownership or when refinancing a unit. The certificate states that there are no common charges due as of the date through which payment has been received. All common charges must be paid in full at least five business days in advance of the 6(d) certificate being issued.

How far in advance do I need to order a 6(d) and other documents?

To avoid paying rush service charges, order forms as far in advance as possible. Generally, forms such as 6(d) certificates require signatures from trustees in person as they are notarized documents and are best ordered at least ten business days in advance. Though we always do our best to accommodate whatever requests we receive, we may not be able to provide the necessary forms without adequate notice. Rush charges apply to all requests for documents and 6(d) certificates required within 72 hours.

If you have a request that is not listed on our request form, please provide details to us so that we may provide you with a price and an expected time frame.



DOCUMENT REQUEST

Fee Schedule

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Document request	Cost	Subtotal
Provide standard form condominium questionnaire	\$45.00 per document	
Fill out bank/mortgagee condominium questionnaire (provided by buyer)	\$45.00 per document	
Provide 6(d) certificate	45.00 per 6(d)	
Provide current fiscal year budget	\$45.00	
Provide condominium documents	\$55.00	
Provide meeting minutes	\$45.00 per document	
Provide monthly financial statements	\$45.00 per document	
Provide year end financial statements	\$45.00 per document	
Provide overnight delivery or courier	\$35.00	
Provide rush service (less than 72 hours)	\$80.00 per request	
	TOTAL PAYMENT	\$

PAYMENT OPTIONS

- I plan to pay online via bank account or credit card (fees apply) visit:
https://www.paylease.com/index_out.php?pm_id=9912106
Or www.valleypm.com – renter services tab – click here to pay now
- I will include a check along with the request form

All payments are due in advance, must be made online payment or via certified check, money order or attorney IOLTA check. All requests will be processed upon receipt of payment. Rush service charges apply to any documents required within 72 hours (three business days).

Please return form to alan@valleypm.com fax 413-301-0599 or send to:

Valley Prop Mgt
PO Box 3649
Amherst MA 01004