



Thayer & Associates, Inc.

*Accredited Management Organization®*

1812 Massachusetts Avenue  
P.O. Box 400196  
Cambridge, MA 02140  
Phone: 617-354-6480/ Fax: 617-354-7854

**Re: Sale of Condominium Unit – Request for Documents**

Dear Unit Owner:

Thank you for your recent request for information in connection with the sale of your condominium unit.

Thayer & Associates charges a processing fee of \$100.

Some procedures that we would like to alert you of in advance of any closing are:

- ❖ Requests for information will be processed once we have received the request form and processing fee in our office.
- ❖ Our office will not release any materials to anyone other than a unit owner or their authorized agent.
- ❖ Due to the volume of requests, we require TEN BUSINESS DAYS (from the receipt of your completed request form and fee), in accordance with Chapter 183A, to process any request for a 6D Certificate.
- ❖ ***Our office will only date 6D Certificates as of the OFFICIAL date of the closing. This prevents any confusion as to who may be responsible for any charges to the unit once it changes ownership. Our office will make the certificate available three business days prior to that official date.\* Please indicate on the request form if our office should regular mail the Certificate at that time or you will be picking it up.***
- ❖ Any outstanding balances on the account MUST be paid in full immediately in order to receive a clean Certificate. Please contact our office if you wish to verify any balance.
- ❖ The information that our office provides is only as accurate and complete as the information we receive from the Association, its governing board, agents and attorneys.

Attached is a copy of the request form. Our staff is happy to assist you in making the sale of your unit as smooth as possible. Please do not hesitate to contact us.

Sincerely,  
Thayer & Associates, Inc.

**Thayer & Associates, Inc. – Unit Sale – Request for Documents**

**Processing Fee: \$100**

*This form must be received in our office along with your check made payable to Thayer & Associates before any information is completed and released.*

**PLEASE NOTIFY THE OFFICE IF SALE DOES NOT GO THROUGH.**

**PLEASE NOTE: THIS FORM CAN ONLY BE FILLED OUT BY THE CONDOMINIUM OWNER OR THEIR AGENT.**

Unit Owner: \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Please check information requested:

- \_\_\_\_\_ 6D Certificate (available three business days prior to closing date) \_\_\_\_\_ **mail** \_\_\_\_\_ **pick up**
- \_\_\_\_\_ Completion of lending institution's questionnaire - ***You supply this for our office to complete***
- \_\_\_\_\_ Copy of Master Deed and Declaration of Trust/By-Laws
- \_\_\_\_\_ Copy of latest financial statement – including annual budget

Note: to obtain a Certificate of Insurance, please contact the insurance agent for the Association. Our office can provide you with the telephone number.

Person requesting 6D Certificate – if not Unit Owner: \_\_\_\_\_

Relationship to Unit Owner: \_\_\_\_\_ Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Selling Price: \_\_\_\_\_ Date of Closing: \_\_\_\_\_  
*(must be official date)*

Full Name of Buyer(s): \_\_\_\_\_

\*Buyer(s) Alternative Address if not Occupying Unit: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*Email(s): \_\_\_\_\_

*(Please include cell and work phone numbers)*

\*Will Unit be Owner Occupied: Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Person Requesting: \_\_\_\_\_

**\*Required**

**IMPORTANT: Due to the volume of requests, once this completed form and fee are received, all information checked off will be made available within two business days. The 6D certificate is made available 3 days prior to the closing. If you indicate "mail", it will go out regular mail 3 days prior to the closing.**

**Please Return To: Thayer & Associates, Inc.  
Attn: Sale/Refinance Paperwork  
1812 Massachusetts Ave. / Cambridge, MA 02140**