



Realty & Property Management, LLC.

6(d) Certificate Order Form

In order for us to process your request efficiently and properly, please fill out the following information.

Condominium Name _____

Unit Address _____

City, State and Zip code _____

Closing Date * _____

Seller's Name(s) _____

Buyer's Name(s) _____

Will the unit be owner occupied: Yes / No _____

If No, Provide Buyer(s)' Mailing Address _____

Mail completed certificate to: Name _____

Address _____

City, State and Zip Code _____

Phone Number _____

Fax request **

Amount Enclosed _____

Charges: \$100.00 for refinancing / \$150.00 for resale certificate (These prices include delivery by standard mail only. Overnight delivery is an additional \$35.00) *

Mail completed form and payment to: Affinity Realty & Property Management, LLC.
Attn: Shauna DeMarco/Joan Lassiter
63 Atlantic Avenue
Boston, MA 02110

To order a 6(d), please fill out the form and enclose a check or money order payable to **Affinity Realty & Property Management, LLC**. Payment must accompany the order. 6(d)'s are valid for the month issued. If there are any outstanding fees owed to the Association at the time of the order they will be indicated on the certificate, the fees can be paid at the closing in the same manner as city/town taxes.

In accordance with Massachusetts's law, within ten (10) days following written request and payment, a 6(d) certificate stating the amount of fees owed shall be provided. The issuing of the certificate involves a variety of administrative functions that comprise the resale transaction procedure. The administrative services to: change ownership records, produce certificates, take phone calls from realtors, brokers, lawyers and sellers, completes bank questionnaires, photo copy records; update unit files, etc. which may be necessary during a sale of a unit is not part of the association services and it is not included in the management fee. The user fees for these services will be paid directly by the parties requesting the services. Please contact **Shauna DeMarco at 857-239-8280 x678** or **Joan Lassiter at 857-239-8280 x667** should you have any questions.