

BARRINGTON MANAGEMENT INC.

INSTRUCTIONS/INFORMATION REGARDING THE SALE OR RE-FINANCE OF YOUR CONDOMINIUM

- Information Order Form must be completed in its entirety. **Please note we are unable to process incomplete forms.**
- A 6D Certificate is a notarized statement from the organization of unit owners certifying the amount of unpaid common expenses and any other sums, which may have been assessed against a unit owner, including a statement of the amount which the organization of unit owners claims is entitled to priority with respect to any mortgage under subsection.
- If you are requesting a 6D certificate and have not yet paid any fees currently due, your payment must be paid in bank or certified funds, or the outstanding amount due will be reflected on the 6D. **(A copy of your ledger is attached for your convenience)**
- The Association must provide you with a 6D certificate within 10 days from the receipt of your written request, however, given the fact that a 6D certificate is only valid through the date of issue and that an Association cannot be responsible for knowing what common expenses may occur between the date of issue and your closing date, it is highly recommended that you request the 6d Certificate as close as possible to your scheduled closing date.
- We recommend that you request your 6d Certificate two weeks in advance of your closing and **that you make arrangements to pick up your 6D certificate**, or to have it mailed, as close to your closing date as possible. Depending on your closing date, there may not be sufficient time to mail it via the US Postal service. If this does occur, we will advise you to pick up your 6D certificate at Barrington's office in Arlington. If you request your 6D well in advance of your closing date, you may be required to obtain an additional 6D certificate at the closing, at an additional cost. This may delay your closing!
- We will not fill out another entity's Association Information Request Form unless the Association's attorney reviews the document. There will be an additional charge for the attorney to review all third party mortgage questionnaires.
- **Payment for all services related to form processing is made to Barrington in the form of cash, check or credit card. Please feel free to contact our office to make payment along with the submission of your request form.**