

BARRINGTON MANAGEMENT CO., INC

376 Massachusetts Avenue, Arlington, MA 02474
(781) 648-9600 Voice (781) 648-9601 Facsimile

INFORMATION ORDER FORM FOR SALE OR REFINANCE OF UNIT

ALL INFORMATION MUST BE COMPLETED IN FULL IN ORDER TO PROCESS REQUESTS

TODAY'S DATE: ASSOCIATION NAME:

UNIT NUMBER / UNIT ADDRESS:

UNIT OWNER (S): UNIT SALE: UNIT REFINANCE:

MAILING ADDRESS:

Home Work Mobile Email:

PERSON AUTHORIZED TO ACT ON MY BEHALF:

ESTIMATED CLOSING DATE: BUYER WILL RESIDE IN UNIT: YES: NO

DOCUMENTATION TO BE SENT TO:

Email address: Fax:

Mailing Address:

BUYER(S) NAME:

BUYER(S) MAILING ADDRESS:

Home Work Mobile Email:

MOVE IN DATE 15. Unit sold for \$

MORTGAGE COMPANY OR LENDER'S NAME:

MORTGAGE/LENDER MAILING ADDRESS:

BUSINESS FAX Email:

Please note, that the Association's Legal Counsel charges a fee of \$250.00 for reviewing Lending Institution Mortgage Questionnaires /Lender Affidavits.

3rd PARTY MORTGAGE QUESTIONNAIRE/HOMEOWNERS ASSOCIATION CERTIFICATION: \$250.00

3rd PARTY MORTGAGE QUESTIONNAIRE (If Legal Counsel is not required.) \$100.00

(This is to be determined by management)

PLEASE MAKE YOUR CHECK PAYABLE TO THE ASSOCIATION REFERENCED ABOVE IN SECTION #2.

FOR SALE/TRANSFER OR REFINANCE OF UNIT PACKAGE *** (Excludes Rush Service) ***

(Package includes the production of a notarized 6(d) certificate, providing forms for the bank, coordinating the necessary insurance certificate, and completing necessary procedures related to the transaction. Package includes all of the additional documents outlined below.)

DOCUMENTS REQUESTED: (Documents may be ordered individually at the prices outlined below)

Table with 2 columns: Document Name and Price. Items include 6-D CERTIFICATE (\$50.00), MANAGING AGENT MORTGAGE QUESTIONNAIRE (\$50.00), INSURANCE CERTIFICATE (\$25.00), CONDOMINIUM DOCUMENTS (\$50.00), AUDITED YEAR END FINANCIAL STATEMENTS (\$25.00), MONTHLY FINANCIAL STATEMENT (Un-audited) (\$35.00), CURRENT OPERATING BUDGET (\$25.00), COPY OF MEETING MINUTES, PAST THREE MONTHS (if available) (\$25.00), MISCELLANEOUS DOCUMENTS (Call for pricing) (\$), RUSH SERVICE (Within 48 hours) (\$50.00).

PLEASE MAKE YOUR CHECK PAYABLE TO "BARRINGTON MANAGEMENT CO., INC." TOTAL:

The undersigned owner(s) hereby authorize Barrington Management Co., Inc. (BMC) 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 BMC, 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, BMC does not warrant, or guarantee the accuracy of the information and you are urged to verify this information through other sources. We agree to pay BMC the total amount due for the items requested. We further agree to pay a minimum of \$250.00 in collection costs should BMC be required to pursue collection action for payment of ordered information.

UNIT OWNER SIGNATURE: PRINT NAME: DATE: