



6(d) CERTIFICATE REQUEST

ORDER FORM FOR SALE OR REFINANCE OF A UNIT

MARSTON BEACON HILL 115 CHARLES ST BOSTON, MA 02114 T.617.212.3335 WWW.MARSTONBEACONHILL.COM

Date of Request _____ Date Required _____

Property Address or Project Name _____

Unit Owner's Name _____ Unit Number _____

Phone Number _____

E-mail address _____

Estimated Closing Date _____

The undersigned unit owner(s) hereby authorize Marston Beacon Hill (MBH) 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 MBH, 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, MBH 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

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.

Who pays for closing documents?

For refinancing, the cost of the 6(d) and all other required documents is paid by the homeowner.

For unit sales, the cost of the 6(d), condominium and other association documents is usually paid by the seller. The cost of condominium questionnaire is paid by the buyer of the unit.

What is the difference between a standard condominium questionnaire and a bank questionnaire?

Many lenders will accept a standard condominium questionnaire that has been prepared for your building. Some will require the completion of the bank's form. You can ask your lender if they will accept a standard form.

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 48 hours.

Do I need a first right of refusal waiver?

First right of refusal forms are only required when selling, and they are not required for all properties. If required, it will be noted on the standard condominium questionnaire. You can also ask us about whether this is required or not.

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

MARSTON BEACON HILL 115 CHARLES STREET BOSTON, MA 02114 T.617.212.3335 WWW.MARSTONBEACONHILL.COM

DOCUMENT REQUEST	COST	SUBTOTAL
<input type="checkbox"/> Provide standard form condominium questionnaire	\$ 95.00 PER DOCUMENT	
<input type="checkbox"/> Fill out bank/mortgagee condominium questionnaire	\$165.00 PER DOCUMENT	
<input type="checkbox"/> Provide 6(d) certificate	\$ 75.00 PER 6(D)	
<input type="checkbox"/> Provide waiver of first right of refusal	\$ 50.00 PER DOCUMENT	
<input type="checkbox"/> Provide current fiscal year budget	\$ 50.00	
<input type="checkbox"/> Provide condominium documents	\$ 30.00	
<input type="checkbox"/> Provide meeting minutes	\$ 30.00 PER DOCUMENT	
<input type="checkbox"/> Provide handbook/building rules/regulations	\$ 30.00	
<input type="checkbox"/> Provide monthly financial statements	\$ 50.00 PER DOCUMENT	
<input type="checkbox"/> Provide year end financial statements	\$ 30.00 PER DOCUMENT	
<input type="checkbox"/> Provide overnight delivery or courier	\$ 35.00	
<input type="checkbox"/> Provide rush service (less than 48 hours)	\$ 50.00 PER DOCUMENT	
	TOTAL	\$

Payment Options

- I would like to receive an invoice by e-mail so that I may pay by credit card.
- I will mail or drop off a check.

Please make checks payable to Marston Beacon Hill, Inc.

Mailing address/office: Marston Beacon Hill, 115 Charles Street, Boston, MA 02114

All payments are due in advance. All requests will be processed upon receipt of payment.

Rush service charges apply to any documents required within 48 hours (two business days).

Please return form to request@marstonbeaconhill.com or send to Marston Beacon Hill, 115 Charles Street, Boston, MA 02114.