

## Document Request Form

For Sale and/or Refinance of Condominium Unit

Today's Date: \_\_\_\_\_ Date Needed: \_\_\_\_\_ CLOSING DATE \_\_\_\_\_  
 Unit # \_\_\_\_\_ Address: \_\_\_\_\_  
 Seller's Broker Name / Agency: \_\_\_\_\_  
 Seller's Broker Phone: \_\_\_\_\_  
 Seller's Broker E-mail: \_\_\_\_\_  
 Buyer's Name: \_\_\_\_\_  
 Buyer's Cell: \_\_\_\_\_  
 Buyer's Address (if not the unit): \_\_\_\_\_  
 Existing Owner's Name: \_\_\_\_\_

**Service Fee:** (Place an x to indicate services requested)

- \$ 200.00 Condominium Resale Certificate
- \$ 100.00 Condominium Questionnaire (up to 4 pages)
- \$ 75.00 Condominium Documents (includes Declaration, Bylaws and Rules and Regulations)
- \$ 25.00 Monthly Financial Statements (Other than those included with a Resale Certificate)
- \$ 25.00 Copies of Meeting Minutes (3 Month Increments)
- \$ 50.00 Expedited Service (48 turnaround)

### Payment arrangements must be made before documents are released\*

- Payment to be included with resale/closing costs.
  - Enclosed is a check payable to R & E Associates Inc for the amount of \$ \_\_\_\_\_
  - E-Mail documents to the following address: \_\_\_\_\_
- Payment (check will be made when the documents are picked up at R & E Associates Inc. For paper copies there is an additional minimum charge of \$ 5.00 (first 10 pages) and \$.50 a page anything over 10 pages.

\_\_\_\_\_  
 Signature Name (please print) Date

The owner agrees to pay for the amount due for services requested and hereby authorizes R & E Associates Inc to release information in all matters concerning the units and/or the condominium. The information provided by R & E Associates Inc in its capacity as agent for the Association, is to the best of its knowledge and belief. Information gathered from sources deemed reliable; however R & E Associates Inc does not warrant or guarantee the accuracy of this information.

