

# SALE/REFINANCE INFORMATION ORDER FORM

The undersigned owner/agent hereby authorizes Phoenix Company to release information in all matters concerning the unit and the Association, including pending litigation (if any). Information in reference to the transaction is being provided by Phoenix Company, 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, Phoenix Company 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 Phoenix Company the total amount due for the items requested. **Send payment to Phoenix Company, Inc. 650 Lincoln Street, Worcester, MA. 01605. By law, we are allowed 10 business days to process the documents below.**

We further agree to pay a minimum of \$250.00 in collection costs should Phoenix be required to pursue collection actions for payment of the ordered information / documentation. Your signed copy of this form, along with payment, will be binding upon the company.

Initial to Request	Price	Description
	\$135.00	6 (d) <b>“clean “only</b>
	\$175.00	(FNMA) Financing Bank Form Only - (Questionnaire substitute)
	\$275.00	Sales processing - The following are included: 6(d) form, Bank Form, Complete set of documents and current budget
	\$250.00	<b>Refinancing only</b> - 6(d) and (FNMA) Financing Bank Form
	\$35.00	RUSH, 48 hour service (N/A for condo documents)
	\$75.00	Complete Set of Documents and Rules & Regulations (Phoenix suggests contacting owner first in case they have a copy or going on line to Registry)
	\$ 250.00	Processing <b>dirty 6d</b>
	\$35.00	Express Mail Service (overnight)
	\$75.00	Each additional request for information or altered forms per page
	\$25.00	Furnish copy of <b>Budget / Rules Regulations / Reserve Study/ 3 months Meeting Minutes (Circle Choice )</b>
	\$25.00	Copy of most recent year end financials produced by CPA (if applicable).Or most recent monthly financials produced by management company.
	\$25.00	Copy of Insurance policy
	\$35.00	Copy of Title V certificate

Present Owners Name: \_\_\_\_\_

Property Address: \_\_\_\_\_

New Legal Owner: \_\_\_\_\_

Is new legal owner occupant/investor? \_\_\_\_\_ Investor contact # \_\_\_\_\_

I have been authorized by the present unit owner to order the information initialized above for the property indicated and agree to the terms, conditions and charges.

Date: \_\_\_\_\_ Authorized Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Name (printed): \_\_\_\_\_

Projected Closing Date: \_\_\_\_\_

Telephone Number for Confirmation that Closing Has Occurred: \_\_\_\_\_ This number belongs to:  Seller's Attorney  Buyer's Attorney  Realtor

Other: \_\_\_\_\_