

**\$200.00 PAYMENT FOR 6(d) ON FILE WITH MODICA**

**6(d) Certificate Order Form**

**\$100.00 Lender Package**

*A 6(d) Certificate is required for a legal sale/transfer in ownership or when re-financing a unit. A 6(d) Certificate states that there are no common charges due through a specific month. Modica Associates will only issue a 6(d) Certificate through the end of the month in which the closing is to take place. Modica Associates requires at least one week notice, from the date of receipt of requested information, in order to supply a 6(d) certificate. \**

**The building's insurance is designed to cover common area property only. A HO6 policy should be purchased by owners and tenants alike to cover their personal property, building deductibles, and any relocation and loss of use necessary to sustain them through a disaster. I.E. Flood or fire**

Please complete and return the following:

Sale or Re-Finance (please circle one)

Date of Request: \_\_\_\_\_

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

Association Name: \_\_\_\_\_

Unit Address: \_\_\_\_\_

**Current Unit Owner(s) Information:**

Name(s): \_\_\_\_\_

Phone #: (h)( ) \_\_\_\_\_ (w)( ) \_\_\_\_\_

**New Unit Owner(s) Information (REQUIRED for all sales):**

Name(s): \_\_\_\_\_

Phone #: (h) ( ) \_\_\_\_\_ (w)( ) \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Circle One:**

Will new owner(s) be living in unit? Yes/No    If No--Will unit be rented to a non-relative? Yes/No  
Relation to Owner?: \_\_\_\_\_

Closing Attorney: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Selling Broker Information:**

Name: \_\_\_\_\_ Co. Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Sale Price: \$ \_\_\_\_\_

**Mortgage Information:**

Bank: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Loan #: \_\_\_\_\_

**Fees (please check appropriate lines):**

\_\_\_\_\_ **Sale/Transfer of Unit \$200** (Includes the production of a notarized 6(d) Certificate, providing form for the bank, answering questions from all related parties in the transaction and completing necessary procedures relating to the transactions.) Includes: Condo Docs and Current FY Budget.

\_\_\_\_\_ **Re-Finance of Unit \$100 ( No 6(d) Certificate.)** Includes providing form for the bank, answering questions from all related parties in the transaction and completing necessary procedures relating to the transactions.) Includes: Condo Docs and Current FY Budget.

**Payment must be received prior to processing requested Sale or Refinance documents from lender.**

\_\_\_\_\_ \*Rush Service (within 48 hours - service is not guaranteed) additional \$25.00

\_\_\_\_\_ Express Mail Service \$30.00

**Please be advised if a second 6(d) certificate is required for same transaction due to change of closing date there will be an additional \$100 fee.**

Document Requests (not included in fees above):

\_\_\_\_\_ Copy of Meeting Minutes (past three months if available) \$30.00

\_\_\_\_\_ Other \_\_\_\_\_ (contact our office for fees)