



Thayer & Associates, Inc.

Accredited Management Organization®

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1812 Massachusetts Avenue  
P.O. Box 400196  
Cambridge, MA 02140  
Phone: 617-354-6480/ Fax: 617-354-7854

**Re: Sale of Home – Request for Documents-2012**

Dear Homeowner:

Thank you for your recent request for information relative to the sale of your home. Thayer & Associates does not charge a processing fee for the issuance of a Certificate of Account when a home is being sold, however, the attached request form indicates that additional information our office provides, there is a \$50 processing fee for paper copies.

In addition, below are our procedures for processing your request, which we want to make you aware of in advance of your closing:

- ❖ All requests for information will be processed once we have received the completed request form and processing fee, if applicable.
- ❖ Our office will not release materials or information to anyone other than the homeowner or authorized agent.
- ❖ Due to the volume of requests and in accordance with Chapter 183A, we require ten business days from the day we receive your completed request form and fee, if applicable, to process all requests for Certificates of Account.
- ❖ Our office will only date a Certificate of Account “as of” the ***official*** date of the closing to avoid any confusion as to who may be responsible for any charges to the unit once ownership is transferred.
- ❖ In order to receive a Certificate stating there are no outstanding fees or charges, all fees and charges must immediately be paid in full. Please contact us if you wish to verify your balance.
- ❖ Certificates are only available three business days prior to that ***official date*** of closing. A Portable Document Format is available via email. Please be sure to indicate on the request form if our office should mail the Certificate at that time or if you will obtain the certificate in person.
- ❖ The information that our office provides is only as accurate and complete as the information we receive from the association, its governing board, agents and attorneys.

Attached is a copy of the request form. Please do not hesitate to contact us.

Sincerely,  
Thayer & Associates, Inc.