

2012 Thayer & Associates, Inc –Home Sale and or Request for Documents

THIS FORM MUST BE COMPLETED BY THE HOMEOWNER or AUTHORIZED AGENT.

Processing Fee: No Charge for a Certificate of Account only
\$50 for paper copies of all other documents

Homeowner(s): _____

Street Address: _____

City, State, Zip: _____ Phone: _____

Please check information requested:

_____ Certificate of Account (available three business days prior to closing date) _____ **mail** _____ **pick up**
_____ Copy of Master Deed and Declaration of Trust/By-Laws
_____ Copy of latest financial statement – including annual budget

Person requesting Certificate of Account– if not Homeowner: _____

Relationship to Homeowner: _____ Firm: _____

Address: _____ City _____ State _____ Zip _____

Phone: _____ Fax: _____

Selling Price: _____ **Official Date** of Closing: _____

Full Name of Buyer(s): _____

Buyer's Current Address: _____

Buyer's City, State, Zip: _____ Phone: _____

Will Home be Owner Occupied: _____ Yes _____ No _____ Unknown _____

Signature of Person Requesting: _____

IMPORTANT: Due to the volume of requests, once this completed form is received, all information checked off will be made available within two business days.

The Certificate of Account is made available 3 days prior to the closing. A Portable Document Format (PDF) is available via email upon request.

If you indicate “mail”, the Certificate of Account will go out regular mail 3 days prior to the closing.

Please Return To: Lidia Real-Costa
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