



MEDIATE  
MANAGEMENT  
COMPANY

**ALL INFORMATION MUST BE COMPLETED AND PAID IN FULL TO PROCESS THE REQUEST**

Today's date: \_\_\_\_\_ Estimated closing date: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Unit owner name(s): \_\_\_\_\_  
Unit owner cell #: (     ) \_\_\_\_\_ email: \_\_\_\_\_

**UNIT TRANSFER FEES:**

**\$175.00 (FOR REFINANCE OF UNIT or HELOC)**

**Fee includes** responses to questions from authorized parties. Standard production time for documents vary and are noted next to each item below. **Please note: If the transaction process extends beyond 6 months and revised documents are required, the transaction is subject to additional fees.**

**Please check the appropriate boxes to request:**

- |   |   |
|---|---|
| <input type="checkbox"/> Governing Docs (Master Deed, Trust, By-Laws)- 1 business day | <input type="checkbox"/> Meeting minutes- 3 business days                     |
| <input type="checkbox"/> Financial statement(s)/ Budget- 1 business day               | <input type="checkbox"/> Standard lender questionnaire – 10 business days     |
|   | <input type="checkbox"/> 6(d) certificate, if needed- 1 week prior to closing |

**Additional Services**

- |   |        |
|---|--------|
| <input type="checkbox"/> Expedited Questionnaire and 6(d) Certificate (2 business days) ..... | \$100* |
| <input type="checkbox"/> Expedited 6(d) Certificate only (2 business days) .....              | \$50   |
| <input type="checkbox"/> Express Mail or Courier Service.....                                 | \$35   |
| <input type="checkbox"/> Pick up at MMC Office .....  | \$0    |

Some lenders require a non-standard/lender-specific questionnaire instead of the standard questionnaire included with the Unit Transfer Fee. Non-standard questionnaires are provided upon request and at an additional fee of \$300 because it requires legal review prior to production. This fee is applied directly to the unit ledger at the time of the request.

**\*\*Expedited production of the Non-Standard Questionnaire and 6(d) certificate cannot be guaranteed if legal review or a Board member signature is required.**

**Payment: send this completed form with a check payable to Mediate Management Company, Inc. (a separate check payable to the Association is required for the \$300 non-standard lender questionnaire).**

The undersigned owner or Owner's Agent hereby authorizes Mediate Management Company, Inc. (MMC) to release information in all matters concerning the unit and the association including pending litigation (if any). Information about this transaction is being provided by MMC in its capacity as managing Agent for the Association to the best of its knowledge and belief. Information is gathered from sources deemed to be reliable, however, MMC does not guarantee the accuracy of the information. The undersigned also agrees to pay MMC the total amount due for the above Documents or Services and further agrees to pay a minimum charge of \$250 in collection costs should MMC be required to pursue collection action for payment of ordered Documents and/or Services.

Signature: \_\_\_\_\_ Title:    Owner                      Owner's Agent  
Print name: \_\_\_\_\_ Date: \_\_\_\_\_