



**MEDIATE
MANAGEMENT
COMPANY**

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

Today's date: _____

Property Address: _____

Owner Name(s) and Forwarding Address: _____

Buyer's name(s) and Mailing Address: _____

Buyer's cell #:() _____ email: _____ Will the Buyer(s) reside in the unit? ☐ Yes ☐ No

Estimated closing date: _____ Approximate move-in date: _____

UNIT TRANSFER FEES: (please mark appropriate box)

☐ **\$350.00 (FOR SALE OF CONDO UNIT)**

☐ **\$750.00 (FOR SALE OF A CO-OP UNIT)**

Fee includes response 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:

☐ Governing Docs (Master Deed, Trust, By-Laws)- 1 business day

☐ Financial statement(s)/Budget – 1 business day

☐ Meeting minutes- 3 business days

☐ Standard lender questionnaire – 10 business days

☐ 6(d) certificate or Co-op certificate- 1 week prior to closing

☐ Co-op Documents- 10 business days

Additional Services

☐ **Expedited Questionnaire and 6(d) Certificate (2 business days) \$100***

☐ **Expedited 6(d) or Co-op Certificate Only.....\$50**

☐ **Express Mail or Courier Service..... \$45**

☐ **Pick up at MMC Office, send your own courier or provide a pre-paid shipping label \$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) or Co-op 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 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 (please circle one): Owner Owner's Agent

Print name: _____

Date: _____