



6d Request Form

For Sales and/or Refinance of Condominium Unit(s)

Service Fees:

Place a ✓ to indicate services requested

\$100.00 FOR 6D CERTIFICATE *please ensure all condo fees are paid up through the month that your 6d certificate needs to reflect. If you do not know what fees are outstanding, an account ledger can be provided.

\$100.00 FOR LOAN PAYOFF LETTER – Includes breakdown of loan payments made. Only applicable at properties that have an ongoing loan.

\$40.00 FOR RUSH SERVICE– If documents are needed within four (4) business days.

All other requests will be mailed or be ready for picked up in 7-10 business days.

You may mail or email the completed form.	
The Albert Corporation 10 Harvard Square, Suite #2 / Brookline, MA 02445	Email: admin@albertcorp.com Phone: 617-277-3355

- Enclosed is a check.
 A check is being mailed
 Online Payment Made (see page 2)
 The 6d certificate will be picked up
 Please mail documents to: _____

Checks made Payable to: The Albert Corporation

ALL FIELDS BELOW MUST BE COMPLETED:

DATE OF REQUEST _____ UNIT #/ ADDRESS _____ CLOSING DATE _____

CURRENT OWNER _____ SALE _____ REFINANCE _____ (CHECK ONE)

OWNER'S CONTACT INFO: _____

SELLER'S BROKER NAME/ AGENCY _____

SELLER'S BROKER CONTACT INFO: _____

NEW OWNER NAME: _____

NEW OWNER'S (PHONE) _____ (EMAIL) _____

WILL THE NEW OWNER BE LIVING IN THE UNIT? YES ___ NO ___ IF NO, PLEASE PROVIDE MAILING ADDRESS:

_____ *6D will not be released until new unit owner name and contact is submitted

The undersigned agrees to pay the amount due for the services requested and understands the time frame listed above. The rush option cannot be added after this document is submitted.

The owner hereby authorizes The Albert Corporation (TAC) to release information in all matters concerning the unit and/or the condominium including but not limited to special assessments (if any), pending litigation (if any), condominium fee increases (if any). The information provided by TAC is, in its capacity as agent for the Association or Trust, to the best of its knowledge and belief. Information is gathered from sources deemed to be reliable; however, TAC does not warrant or guarantee the accuracy of this information. TAC encourages you to obtain this information and to verify the accuracy of this information from other sources.



617-277-3355
RENTALS SALES
617-277-7600

To submit online payment to The Albert Corporation for a document request form or 6d certificate, please use the below link and ID's:

<https://propertypay.cit.com/> (*select pay now*)

Management ID: 5001

Association ID: 9010

Property/account ID: 6D

You will receive an email containing a confirmation code; please forward this email to admin@albertcorp.com along with your request form to ensure your payment confirmation number gets matched up to your form.

With any questions, please contact admin@albertcorp.com