



Document Request Form

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

Service Fees:

Place a ✓ to indicate services requested

- ☐ \$150.00 OR \$200.00 FOR UNIFORM PROJECT QUESTIONNAIRE – aka Condo Questionnaire, Mortgage Questionnaire (1 page questionnaire = \$150, 2+ pages = \$200) *Please submit questionnaire along with the Request Form, TAC does not have a standard questionnaire form
- ☐ \$100.00 FOR CONDOMINIUM DOCUMENTS – Includes Master Deed, Trust, By-Laws and Amendments
- ☐ \$75.00 FOR FINANCIAL PACKET – Includes Monthly Financial Statement, Yearly Budget & Year-End
- ☐ \$55.00 FOR MEETING MINUTES– Includes copies of the last 3 meeting minutes
- ☐ \$65.00 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.

*To request a 6d certificate: use the 6d Request Form (located under Forms on our website, www.albertcorp.com)

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 was made
- ☐ Please e-mail documents to: _____
- ☐ Please mail documents to: _____
- Checks made Payable to: The Albert Corporation *Payment must be made before documents are released

ALL FIELDS BELOW MUST BE COMPLETED:

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

CURRENT OWNER _____ SALE _____ REFINANCE _____ (CHECK ONE)

OWNER'S PHONE # _____ (E-MAIL) _____

SELLER'S BROKER NAME/ AGENCY _____

SELLER'S BROKER # _____ E-MAIL: _____

OTHER AUTHORIZED AGENTS: _____

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 an online payment to The Albert Corporation for a document request form or 6(d) certificate, please use the link and IDs below:

<https://www.websterpaymentlink.com/ebpp/ALBERTCORP/>

Please enter your name twice.

Payment Type & Reaffirm Payment Type should be: **Document/6D Requests**

After making the payment, 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 is matched with your form.

If you have any questions, please contact admin@albertcorp.com.