

CJL Management Co, Inc.
633 Trapelo Rd
Waltham, MA 02542

Ph: (781)-647-5774
F: (781)-893-2321
Email: cjlmgmt@msn.com

Date of Request: _____ Condominium Name _____

Real Estate Agent: _____ Phone/Fax: _____

Property Address: _____

Unit Owner Name(s): _____

Unit Owner Phone #: _____ Home _____ Work _____

Buyer(s) Name: _____

Buyer(s) Address: _____

Buyer(s) Phone #: _____ Home _____ Work _____

Buyer(s) Email Address: _____

Closing Date: ____/____/____ Monthly Fee: _____ Account Balance: \$ _____

Will the new owner be living in the unit? Yes ___ No ___

The undersigned owner(s) authorize CJL Management Co, Inc. to release information in all matters concerning the unit and the association, including pending litigation (if any). Information in reference to this transaction is being provided by CJL Management Co, Inc., in its capacity as Agent for the Association of Trust, to the best knowledge and behalf. Information is gathered from sources deemed to be reliable however, CJL Management Co, Inc. does not warrant or guarantee the accuracy of the information and you are urged to verify the information through other sources. We agree to pay CJL Management Co, Inc. the total amount due for the items requested. We further agree to pay collection costs should CJL Management Co, Inc. be required to pursue action for payment of ordered information. Unit owner agrees to indemnify and hold CJL Management LLC and the Association or Trust harmless on any claim arising from the receipt of such information. We agree to pay _____ the total amount due for the items/services requested.

Signature of Unit Owner/Representative

Unit Owner Name(Print)

- \$100.00** For 6(d) Certificate – (all fees & any special assessments must be paid in full to obtain a ‘clear’ 6(d)). Please allow 7 days
- \$75.00** For Condominium Documents – Includes Master Deed, Trust, By-Laws and Amendments
- \$125.00** (2 pages) For Uniform Project Questionnaire, aka, Condo Questionnaire/Mortgage Questionnaire (3-4 Pages \$175.00, 5-6 Pages \$225.00, 7-9 Pages \$275.00) larger than 8X10 paper add \$50
- \$75.00** Meeting minutes
- \$75.00** For Financial Statement – Includes Balance Sheet, Income Statement and Annual Budget/Per Year
- \$75.00** For RUSH Service – If needed within 48 Business Hours
- \$75.00** For Express Mail or Courier Service – If Requested
- \$50.00** For **Insurance Certificate:** (Look on Appfolio for your insurance information to receive free insurance cert.)

TOTAL DUE: \$_____ Made Payable To: CJL Management Co, Inc.

**[Payment must be received in order for the documents to be released. We accept cash, check or money order only]
PLEASE ALLOW 5 BUSINESS DAYS TO PROCESS**