

Franklin Square Management
P.O. Box 2283
Plainville, MA 02762
508-695-9006/office • 508-695-9081/fax

Dear Owner or Representative:

These are the instructions to request documents related to the Refinance of a Condominium Unit. The **SALE Document Request Form** should be completed and returned to the office by fax or email with a copy of the check, cashier check or money order (to start the process); or you can send the form and the payment by regular mail.

Please complete all the applicable information, on the **SALE Document Request Form**. The form *must be signed by the current Owner(s)* in order to release the requested document(s).

The normal turnaround time for completing your request is ten (10) business days from the day we receive the signed form.

Payment in full must be received prior to the release and delivery of the requested document(s). **Payment can be made by check, cashier check or money order. All checks are made payable to Franklin Square Management** for the total charge of the requested document(s).

To release a clean **6(d) certificate**, all condominium and other fees, including move-in/out fees that may be assessed when applicable, must be paid in full through the end of the month in which the closing is scheduled to take place. **A separate check made payable to the Condominium Association, must be paid in full for all fees due the Association.**

Franklin Square Management will not fill out individual specialized bank questionnaires. We have prepared and will provide the Condominium Association Information Form (condo questionnaire) for the bank seeking to place the mortgage on the unit. This form has proven to be successful in answering the banks' questions.

Filling out individual specialized bank questionnaires can expose the Association to potential liability. If you need more information regarding this matter, please contact us to provide you with the letter from the Association's lawyer that explains in detail this legal issue. Under certain circumstances, additional lawyer fees will be charged if we need to fill in a specialized bank questionnaire.

Should you have any questions, do not hesitate to contact Cheryl Gray, Client Services Coordinator at 508-695-9006 x 104 or at cheryl@frsqm.com.

Thank you,

Cheryl