



DOCUMENT REQUEST FORM

Please fill out this form and return via email to DOCUMENTREQUEST@WILSONGROUPEPM.COM
 Click [HERE](#) for payment information which can be found on our website under Document Requests.

REAL ESTATE AND REFINANCING DOCUMENTS

Please check off the items you wish to obtain below.

<input type="checkbox"/> 6(D) Certificate (Typical turnaround time is 10 business days)	\$ 160.00
<input type="checkbox"/> Right of First Refusal (Typical turnaround time is 10 business days)	\$ 160.00
<input type="checkbox"/> Individual Condo Documents (Master Deed, Declaration of Trust, Bylaws, etc.).....	\$ 50.00 <i>each</i>
<input type="checkbox"/> Copy of Meeting Minutes (Previous three months, if available)	\$ 45.00
<input type="checkbox"/> Master Insurance Policy.....	\$ 40.00
<input type="checkbox"/> STANDARD Condominium Questionnaire (Fannie Mae Long Form) ..	\$ 175.00
<input type="checkbox"/> LENDER Condominium Questionnaire.....	\$ 350.00
<input type="checkbox"/> Entire Closing Package (Includes all documents listed above, questionnaire is STANDARD form)	\$ 350.00
<input type="checkbox"/> Entire Closing Package (Includes all documents listed above, questionnaire is LENDER form)	\$ 525.00
<input type="checkbox"/> EXPEDITED SERVICE.....	\$ 100.00 <i>additional</i>

BASIC INFORMATION

Date of Request: _____

Reason of Request: Refinancing Closing Other _____

Closing Date: _____

Association Name: _____

Unit Address (*Provide address to be listed on 6D Certificate*): _____

CURRENT UNIT OWNER(S) CONTACT INFORMATION

Names(s): _____

Telephone(s): _____

Email(s): _____

Forwarding (Future) Address: _____

WILL NEW OWNER(S) BE LIVING IN THE UNIT? YES NO

IF NO, WILL THE UNIT BE RENTED TO A NON-RELATIVE? YES NO

RELATION TO OWNER: _____

NEW UNIT OWNERS(S) CONTACT INFORMATION *Must be provided to obtain a 6(D) Certificate

Names(s): _____

Telephone(s): _____

Email(s): _____

Mailing Address: _____

WHERE SHOULD WE SEND THE REQUESTED ITEM(S)?

Name: _____

Business Name (if applicable): _____

Email: _____

Mailing Address: _____

PLEASE NOTE

All condo fees must be paid in full before a **6(D) Certificate** can be processed. This may require prepayment of fees depending on the date of closing.

If you are requesting a specific **Lender Questionnaire**, email the questionnaire you wish to be completed along with this Document Request Form to DOCUMENTREQUEST@WILSONGROUPEPM.COM
Keep in mind, a Lender Questionnaire will likely take a few days longer to process due to the individuality of the questions/format versus the Standard Fannie Mae Questionnaire.