



DOCUMENT REQUEST FORM

Please fill out this form and return via email to DOCUMENTREQUEST@WILSONGROUPEPM.COM
 You will receive payment information after your Document Request Form has been received.

REAL ESTATE AND REFINANCING DOCUMENTS

Please check off the items you wish to obtain below.

6(D) Certificate.....	\$ 150.00
Right of First Refusal.....	\$ 150.00
Individual Condo Documents (Master Deed, Declaration of Trust, Bylaws, etc.).....	\$ 50.00 <i>each</i>
Copy of Meeting Minutes (Previous three months, if available)	\$ 45.00
Master Insurance Policy.....	\$ 40.00
STANDARD Condominium Questionnaire (Fannie Mae Long Form) ..	\$ 175.00
LENDER Condominium Questionnaire.....	\$ 350.00
Entire Closing Package (Includes all documents listed above, questionnaire is STANDARD form)	\$ 350.00
Entire Closing Package (Includes all documents listed above, questionnaire is LENDER form)	\$ 525.00
EXPEDITED SERVICE.....	\$ 100.00 <i>additional</i>

BASIC INFORMATION

Date of Request: _____

Reason of Request: Refinancing Closing Other _____

Closing Date: _____

Association Name: _____

Unit Address: _____

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

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.