



## *Application for a 6-D Certificate or new Renter*

<b>Initial here to request</b>	<b>Fee</b>	<b>Description of Paperwork</b>
	\$100	6-D - To be notarized – unit owner
	\$50	Re-Financing
	\$50	Copy of Master Deed, By-Laws and Rules and Regulations
	\$10	Minimum charge for any request for copies done at the office
	\$75	New tenant/rental admin fees *

**Note:**

- *If you request a 6d within 10 business days of a closing, there will be an additional \$50 charge.*
- *A request to send documents VIA USmail, UPS or FEDex will incur additional charges.*
- *If a bank demands their questionnaire to be used, it will be an additional \$50.*
- *\* Information below is only for selling a unit and need NOT be filled out when renting a unit.*

*Make check  
Payable to Chapman Place Trust*

Present Owner's Name : \_\_\_\_\_

Property Address : \_\_\_\_\_

New Legal Owner (print): \_\_\_\_\_

I have been authorized by the present unit owner to order the information for the above property and agree to the terms, conditions, and charges.

Authorized signature : \_\_\_\_\_ Date: \_\_\_\_\_

Projected Closing Date or renter move in date: \_\_\_\_\_

Phone # to confirm closing occurred: (     ) - \_\_\_\_\_

This # belongs to:  Seller's Attorney     Buyer's Attorney     Realtor

Other (list name and relationship) \_\_\_\_\_