



Application for a 6-D Certificate or new Renter

Initial here to request	Fee	Description of Paperwork
	\$150	6-D - To be notarized – unit owner
	\$50	Re-Financing
	\$50	Copy of Master Deed, By-Laws and Rules and Regulations
	\$50	If a bank does NOT accept our standard questionnaire and requests their own OR if a reverse mortgage request.
	\$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) _____