## Hawthorne Place Condominium Request and Approval to Release Information for Unit Sales & Refinancing

Date: Bldg &	Unit #: Parking Space:
Unit Owner Name:	Contact # or email:
Sale () or Refinance ()	If sale, closing date:
In conjunction with the Sale or Refinance of Bldg #	, Unit # at Hawthorne Place Condominium, I/we hereby au

In conjunction with the Sale or Refinance of Bldg #\_\_\_\_\_, Unit #\_\_\_\_\_ at Hawthorne Place Condominium, I/we hereby authorize the release of the following information to my/our authorized real estate agent(s), lending institution(s), appraiser(s), and/or prospective buyer(s):

Release to:

Please list all companies or persons which information may be released to.

\*The following documents are available FREE of charge on the Hawthorne Place Condominium website at www.hawthorneplace.com . For login information, contact the Management Office AT 617-723-4937:

- Condominium Documents (Master Deed, Declaration of Trust, Rules & Regulations and Resident Handbook)
- Operating Budgets
- Audited Year-End Financial Statements
- Approved Minute Minutes

Requested Document/Form	Administrative Price List & Other	
Check all that Apply	Fees	Description of Services, Document/Form
	\$50.00	6(d) Certificate
	No Charge	Condominium Project Questionnaire/Information Sheet – Hawthorne Place Standard Form Only
	\$350.00 *	Condominium Project Questionnaire/Information Sheet – <u>Individual Bank/Lender Form</u> . *Processing fee of \$100 plus the cost of Hawthorne Place Condo's attorney to review and complete form \$250 as of January 1, 2018. Attorney's fees are subject to change.
	\$75.00	Condominium Documents *
	\$10.00 p/y	Operating Budget(s) *
	\$30.00 p/y	Audited Year-End Financial Statement *
	\$10.00	Approved Meeting Minutes * (last 3 consecutive meetings). Additional meetings \$10 per meeting.
	\$25.00 p/m	Monthly Financial Statement
See agent	See agent	Certificate of Insurance – All certificates of insurance must be ordered through the insurance agent: Sullivan Insurance Group at 508-247-7809 or www.sullivangroup.com
TOTAL DUE	\$	PLEASE INCLUDE CHECK PAYABLE TO <b>HAWTHORNE PLACE CONDOMINIUM</b> , TWO HAWTHORNE PLACE, MGMT OFFICE, BOSTON, MA 02114 AND SUBMIT AT THE TIME OF THE REQUEST.

Any special requests and/or questions concerning the property must be presented in writing from the seller and may require the Trust's attorney to review at an additional hourly charge.

The undersigned owners(s) hereby authorize Barkan Management Company, Inc., to release information for the above transaction concerning the Unit and the Condominium and/or Parking Garage, including pending litigation (if any). Information in reference to this transaction is being provided by Barkan Management Company, Inc., in its capacity as Agent for Hawthorne Place Condominium, to the best of its knowledge or belief. Information is gathered from sources deemed to be reliable; however, Barkan Management Company, Inc., does not warrant or guarantee the accuracy of this information and you are urged to verify this information through other sources. Unit owner(s) agrees to indemnify and hold Barkan Management Company Inc., and the Condominium, and Trustees harmless on any claim arising from the receipt of such information. I/we agree to pay all charges associated with the release and production to these documents.

Unit Owner Signature

Unit Owner Name (print)

Date

Date

Unit Owner Signature

Unit Owner Name (print)

Effective Jan 2018