

DEER HEDGE RUN CONDOMINIUM

Information Request Form for Sale or Refinance of Unit

Date Submitted: _____

Building/Unit: _____
Unit Owner's Name(s): _____
Mailing address (if different): _____

Phone # (h) _____ (w) _____ (fax) _____

Person Authorized to Act on Owner's Behalf: _____
Phone # (O) _____ (C) _____ (fax) _____

Check if for: **Sale** **Refinance** Closing Date: _____
Buyer's Name: _____ (required)
Buyer's Address: _____ (required)
Phone #: _____

Check for Service	Price	Description of Service
	\$50.00	6(d) Certificate
	\$50.00	Project Questionnaire (Fannie Mae Affidavit)
	No Charge	Generic Insurance Certificate
	\$10.00	Certificate of Insurance w/Mortgagee Listed
	\$100.00	Refinance/Sale Package (6(d), Project Questionnaire, Budget, Insurance Certificate)
	\$50.00	Condominium Documents (Master Deed, Declaration of Trust, Rules and Regulations)
	No Charge	Current Operating Budget w/ Replacement Reserve Financial Sheet
	No Charge	Copy of Minutes for past 3 open meetings

Unit Owner Signature: _____ **Date:** _____

Documents will be available within 10 business days of request at the DHR office, during regular business hours. The seller may request the documents be mailed via USPS. Mailing time is additional to the 10 days.

A \$250 Move-Out Deposit will be required (in the form of a bank check or money order) before any of the service documents listed above will be release. Deposit will be returned upon successful completion of the move-out by the seller.

For Sale of Units: ALL PAYMENTS (including Move-Out Deposit and owed condo fee payments) must be made by bank check or money order – no exceptions. Refinancing fees may be charged to unit owner's account upon written or e-mail request.