

**E.P. MANAGEMENT CORP.
INFORMATIONAL REQUEST FORM**

Association Name: _____ Unit #/Address _____

Unit Owner's Name: _____

Mailing Address: _____

Telephone #: _____ Email: _____

If selling, provide name, and current address of Buyer: _____

Please check: Refinancing: _____ Sale: _____ Date of Refinancing/ Closing: _____

Name and Address (email) to send requested information: _____

Telephone #: _____ Email: _____

PLEASE CHECK THE ITEM(S) BEING REQUESTED

FEE

<input type="checkbox"/>	6-D Certificates (within 10 business days of payment)	\$100.00
<input type="checkbox"/>	6-D Certificates – Rush (less than 10 business days of payment)	\$125.00
<input type="checkbox"/>	Condominium Documents	\$125.00 (+ \$25.00 to mail)
<input type="checkbox"/>	Year-End Financial Statements	\$ 20.00
<input type="checkbox"/>	Monthly Financial Statements	\$ 20.00 for each month
<input type="checkbox"/>	Bank's Project Questionnaire	\$150.00
<input type="checkbox"/>	Bank's Project Questionnaire – Rush (less than 10 business days of payment)	\$175.00
<input type="checkbox"/>	Copy of Meeting Minutes, _____ Months	\$ 20.00 per 3 months
<input type="checkbox"/>	Copy of Budget (indicate what years)	\$ 10.00 for each year
<input type="checkbox"/>	Express Mail or Courier Service	\$ 35.00 Minimum (may be more) call for pricing
<input type="checkbox"/>	Other _____ (call for pricing)	\$ _____

Requests will only be processed upon receipt of a completed request form and the appropriate fee. We do not accept cash. We accept PayPal or charge/debit cards with a 5% Administrative Fee on any requests. We will send you link to pay. Any checks must be made payable to: E.P. Management Corp., 7 Tozer Road, Beverly, MA 01915 (978) 232-1126.

The undersigned owner or its representative hereby authorized EPM to release information in all matters concerning the unit and the association, including any pending litigation. Information in reference to the transaction is being provided by EPM, in its capacity as Agent for the Association to the best of its knowledge and belief. Information is gathered from sources deemed to be reliable, however, EPM does not warrant, or guarantee the accuracy of the information and you are urged to verify this information through other sources. We agree to pay EPM the total amount due for the items requested.

Signature

Date