



# Realty & Property Management, LLC.

---

## 6(d) Certificate Order Form

In order for us to process your request efficiently and properly, please fill out the following information.

Condominium Name \_\_\_\_\_

Unit Address \_\_\_\_\_

City, State and Zip code \_\_\_\_\_

Closing Date \* \_\_\_\_\_

Seller's Name(s) \_\_\_\_\_

Buyer's Name(s) \_\_\_\_\_

Buyer's Phone Number/Email Address: \_\_\_\_\_

Will the unit be owner occupied: Yes / No \_\_\_\_\_

If No, Provide Buyer(s)' Mailing Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Mail completed certificate to: Name \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

---

Fax request

Amount Enclosed

---

**Charges: \$125.00 for refinancing / \$200.00 for resale certificate \*(These prices include delivery by standard mail only. Overnight delivery is an additional \$40.00) \***

Mailing Address for 6D form and payment to: Affinity Realty & Property Management, LLC.  
Attn: Shauna DeMarco  
63 Atlantic Avenue  
Boston, MA 02110

6D's can also be ordered and paid for online on our website at [www.affinityrealty.com](http://www.affinityrealty.com) \*(Please note, we must receive both the 6D order form and payment for the 6D for the form to be processed) \*

6(d)'s are valid for the month issued. If there are any outstanding fees owed to the Association at the time of the order they will be indicated on the certificate, the fees can be paid at the closing in the same manner as city/town taxes.

In accordance with Massachusetts's law, within ten (10) days following written request and payment, a 6(d)-certificate stating the amount of fees owed shall be provided. The issuing of the certificate involves a variety of administrative functions that comprise the resale transaction procedure. The administrative services to: change ownership records, produce certificates, take phone calls from realtors, brokers, lawyers and sellers, completes bank questionnaires, photo copy records; update unit files, etc. which may be necessary during a sale of a unit is not part of the association services and it is not included in the management fee. The user fees for these services will be paid directly by the parties requesting the services. Please contact **our office at # 857-239-8280** or email [contactaffinity@affinityrealty.com](mailto:contactaffinity@affinityrealty.com) should you have any questions.