

The Hampshire Property Management Group, Inc.

150 Main Street, Third floor, P.O. Box 686, Northampton MA 01061
phone (413) 582-9970 ~ facsimile (413) 582-9973

CHANGE IN OWNERSHIP FORM

(REQUEST FOR MA 6-d or CT Resale Certificate)

6-d or resale certificates will not be released without the following:

- 1) Condo fees paid to date
- 2) New owner form on file with HPMG
- 3) Checks received for certificates made payable to Hampshire Property Management Group

**For standard processing (within 10 business days) - \$50 for MA 6-d / \$75 for CT Resale
For RUSH processing (within 48 business hours) - \$75 for 6-d / \$100 for CT**

Please complete the following information and fax this form to The Hampshire Property Management Group, Inc. at (413) 582-9973.

Date of Request: _____ Closing Date: _____

Association Name: _____

Unit Address: _____

Selling Price: _____

CURRENT Owner Information:

Name(s): _____ Phone: _____

Owner's Attorney: _____ Phone: _____

NEW Owner's information:

Name(s): _____ Phone: _____

Mailing Address after closing: _____

Will new owner(s) be living in unit? Yes/No If NO – Will unit be rented to a non-relative? Yes/No
Relation to owner?: _____

Yes ___ No ___ Buyers have received a copy of the Master Deed, By-Laws,
and Rules and Regulations.

The Seller or his/her designee authorizes HPMG to release information on the above unit to:

Name of person completing this form: _____ **Phone:** _____

Address to mail certificate to: _____

Would you prefer to pick up the Certificate? YES/NO - Call when ready: _____

For HPMG use only:

Monthly Fees paid to: _____ As of: _____ 6(d) sent on: _____ billed amount _____