

Kendrick Property Management

PO Box 3220, Amherst, MA 01004
Bus. (413) 253-0285 Fax. (413) 253-2383

CHANGE IN OWNERSHIP FORM (REQUEST FOR VHHN ARTICLE VII Section 4(H) CERTIFICATE)

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

- 1) Condo fees paid to date
- 2) Change of Ownership Form completed and sent to KPM
- 3) Payment received for this request (checks payable to Kendrick Property Management)

For standard processing (within 10 business days) - \$80.00

For RUSH processing (within 48 business hours) - \$100.00

Please complete the following information and return this form to Kendrick Property Management either in person, via mail, fax or email condo@kendrickmanagement.com.

Date of Request: _____ Closing Date: _____

Association Name: _____

Unit Address: _____

CURRENT Owner Information:

Name: _____ Phone: _____

Owner's Attorney: _____ Phone: _____

NEW Owner Information:

Name(s): _____ Phone: _____

Email: _____

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**

Name of person completing this form/Requesting VHHN Article VII _____

Phone: _____ Email: _____

Would you prefer us to mail the certificate or pickup at our office? **MAIL/PICKUP**

Address to mail certificate to: _____

FOR KPM USE ONLY:

Condo Fees pd through: _____ As of: _____ VHHN Article VII sent on: _____

Billed Amt Due: _____