

## Sugarloaf Condominium Association

Snowberry Circle and Gray Lock Lane, South Deerfield, MA 01373  
c/o Kendrick Property Management /PO Box 3220 Amherst, MA 01004 / P: 413-253-0285 / F: 413-253-2383  
[kpm@kendrickmanagement.com](mailto:kpm@kendrickmanagement.com)

### CHANGE IN OWNERSHIP PACKAGE

This package outlines the Unit Ownership change process. Please use this checklist if you are planning to change ownership of your unit.

1. **All Association owners and their realtors must contact Kendrick Property Management (KPM) regarding a pending change of ownership.** At that time, KPM will advise them of the requirements:
  - a. The Current unit owner must have all common expenses paid in full thru the current month of the closing (even if the closing is on the first day of the month), and all other assessments must be paid in full.
  - b. Request MA 6D Certificate and complete a Request Form thru KPM: presently costs are \$105, Rush \$125. All information for this is located at: [https://www.kendrickmanagement.net/certificates, or included in the documents](https://www.kendrickmanagement.net/certificates,orincludedinthedocuments).
2. One or more owners/occupants must be fifty- five ( 55) years of age or over to meet the Age Eligibility.
3. The new owner/occupant(s) must confirm they have read all Governing Documents and SCA Rules and agree to abide by all.
4. New owner/occupants(s) must agree by acknowledgement that they accept continued maintenance of personal gardens.
  - a. Personal gardens are modified shrub beds, in the area in front of the porch, driveway strip if initiated by the Seller, and any gardens around the perimeter of the buildingIf the new owner does not agree to this, then the current owner must return the area to the original state prior to the sale (grass).

The following forms and documents are part of this Unit Sale Package:

1. Sugarloaf Condominium Association Affidavit of Qualified New Owner/Occupant (Age Eligibility of Occupant)
2. Sugarloaf Condominium Association Confirmation of Governing Documents
3. Sugarloaf Condominium Association Acknowledgement regarding Personal Gardens
4. MA 6D Certificate
5. Condominium Association Owner/Occupant Information Fact Sheet

NOTE: all forms must be completed and submitted to KPM **PRIOR** to the Unit Closing.

Sugarloaf Condominium Association documents can be downloaded from the KPM website:  
[www.kendrickmanagement.com](http://www.kendrickmanagement.com)

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## Affidavit of Qualified New Owner/Occupant

Re: \_\_\_\_\_

(Name of new owner/occupant(s))

\_\_\_\_\_  
(Unit Address)

I, \_\_\_\_\_ being first duly sworn, do depose and say that:  
(printed name of qualified new owner/occupant)

1. I am an individual occupant over the age of 55, my date of birth being \_\_\_\_\_.
2. This affidavit is knowingly given to attest to the eligibility of:  
\_\_\_\_\_, \_\_\_\_\_ (printed name), in order to satisfy the age requirements  
for the new ownership and/or occupation of unit \_\_\_\_\_ per  
the Sugarloaf Condominium Master Deed Section 8: Qualified Buyer.

\_\_\_\_\_  
(Qualified new owner/occupant signature in front of notary)

Signed under the pains and penalty of perjury this day of \_\_\_\_\_, 20\_\_\_\_\_.

Commonwealth of Massachusetts

\_\_\_\_\_, ss

County

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_ before me, the undersigned notary public personally appeared \_\_\_\_\_, proved to me through satisfactory evidence of identification, which was a \_\_\_\_\_, to be the person whose name is signed above, and acknowledged that he/she/they signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary

My Commission Expires: \_\_\_\_\_

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## Governing Documents Acknowledgement

I/we, the undersigned, acknowledge receipt of the Sugarloaf Condominium governing documents and have read, understand and agree to abide by the same during the term of our ownership.

Governing Docs consist of the Master Deed, Declaration of Trust, By-Laws, and Rules and Regulations of the SCA.

Electronic copies of the governing documents for Sugarloaf Condominium may be found at  
<https://www.kendrickmanagement.net/sugarloaf>

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New owner Printed Name

---

Signature

---

Date

---

New owner Printed Name

---

Signature

---

Date

---

Qualified Occupant (if other than buyer)

---

Signature

---

Date

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## Personal Gardens/Plantings Acknowledgement

I/we, the undersigned new owner/occupant(s), acknowledge that I/we accept continued maintenance of personal gardens, in accordance with the Rules and Regulations

Personal gardens are any modified shrub beds, in the area in front of the porch, driveway strip (if initiated by the Seller), and any gardens around the perimeter of the building.

If the new owner/occupant does not agree to this, then the seller must return the area to the original state (grass) prior to closing.

New owner/occupant(s) agree to maintain all gardens/planting areas: Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

If the New owner/occupant(s) indicates **No** above, then Seller must bring all areas back to their original state (grass).

I/We the Seller(s) acknowledge that the new Unit owner/occupant(s) do not agree to maintain all planting areas and we have changed all areas back to the original state (grass)

Seller Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Seller Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

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## **CHANGE IN OWNERSHIP FORM** **(REQUEST FOR MA 6D CERTIFICATE)** **page 1 of 2**

MA 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)

**Presently for standard processing (within 10 business days) - \$105.00**

**Presently for RUSH processing (within 48 business hours) - \$125.00**

*Please complete the following information and return this form to Kendrick Property Management either in person, via mail, fax or email [condo@kendrickmanagement.com](mailto: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: \_\_\_\_\_

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## **CHANGE IN OWNERSHIP FORM** **(REQUEST FOR MA 6D CERTIFICATE)** **page 2 of 2**

Will new owner(s) be living in unit? **YES/NO** If NO – Will unit be rented to a non-relative? **YES/NO**

The Buyers have received a copy of the Master Deed, By-Laws, Trust, and Rules and Regulations? **YES/NO**

Name of person completing this form/Requesting 6D: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Address to mail certificate to: \_\_\_\_\_

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### FOR KPM USE ONLY:

Condo Fees pd through: \_\_\_\_\_ As of: \_\_\_\_\_ 6D sent on: \_\_\_\_\_  
Billed Amt Due: \_\_\_\_\_

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Please fill out and return to Kendrick **Property** Management

## UNIT OWNER/OCCUPANT INFORMATION FACT SHEET

Owner/occupant(s) Name(s) \_\_\_\_\_

\_\_\_\_\_

Owner/occupant(s) Mailing Address \_\_\_\_\_

Owner/occupant(s) Home Address (if different) \_\_\_\_\_

Owner/occupant(s) Home Phone \_\_\_\_\_ Work # \_\_\_\_\_ Mobile # \_\_\_\_\_

Owner/occupant(s) email Address \_\_\_\_\_

\_\_\_\_\_

Owner/Occupant(s) Emergency Contact Person and Telephone Number \_\_\_\_\_

\_\_\_\_\_

### PET INFORMATION (total of 3 domestic animals, max 2 dogs)

Cat \_\_\_\_\_ Color \_\_\_\_\_ Cat \_\_\_\_\_ Color \_\_\_\_\_

Dog \_\_\_\_\_ Color \_\_\_\_\_ Town Reg. # \_\_\_\_\_

Dog \_\_\_\_\_ Color \_\_\_\_\_ Town Reg. # \_\_\_\_\_

**\*For all dogs: provide a copy of license and rabies certificate along with this form**

### VEHICLE INFORMATION [for tenants]

1. Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

2. Vehicle Year \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_

Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

