

**REQUEST FOR 6(d) CERTIFICATE
APPLICATION**

READ THOROUGHLY: Before submitting this request, confirm that the unit owner has paid all amounts owed to the Association, including condo fees, assessments, fines, and other charges. Under M.G.L. c.183A §6(d), the Association must issue a 6(d) Certificate within 10 business days of receiving a written request; however, if any amounts remain outstanding or payments have not yet cleared the bank, the certificate will be issued as a “dirty” 6(d) reflecting the unpaid balance. Please allow sufficient time for payment processing, as the certificate will not be considered “clean” until all funds have fully cleared through the bank. Buyer name, email, and phone number must be provided with this request.

ASSOCIATION NAME _____
ADDRESS / UNIT # _____
SELLER _____
ADDRESS _____
CITY/STATE/ZIP _____
HOME/CELL TELEPHONE _____
BUYER (OR REFINANCER) _____
ADDRESS _____
CITY/STATE/ZIP _____
EMAIL ADDRESS _____
HOME/CELL TELEPHONE _____

Check one of the following: THE BUYER... WILL RESIDE WILL NOT RESIDE NON-APPLICABLE
CLOSING DATE: ____ / ____ / ____ **REQUESTER EMAIL:** _____
REQUESTER NAME: _____ **REQUESTER TELEPHONE:** _____

Processing Guidelines

- A copy of the homeowner ledger will be provided with the notarized 6(d) Certificate.
- Include a \$150.00 check payable to **Gold Property Management** with your request.
- **Standard Processing:** Certificates are completed within **1–7 business days** after all required information and fees are received.
- **Legal Requirement:** By law (M.G.L. c.183A §6(d)), the Association must issue a certificate within **10 business days** of a complete request.
- **Rush Requests:** Requests made **<10 business days** before pickup/closing incur a **\$200 rush fee** in place of the standard fee; rush service is prioritized but not guaranteed for same/next-day delivery.
- A \$75 reprocessing fee applies to revised or resubmitted requests.
- Credit card payments available upon request; provide email for electronic invoice:

Acknowledgement & Signature

I certify that the information provided is true and complete, and I acknowledge that the Association will issue a “dirty” 6(d) Certificate if any amounts remain unpaid or uncleared at the time of issuance. I also acknowledge responsibility for payment of any applicable processing fees.

Signature: _____ **Date:** _____
(Electronic signature acceptable)

STOP: FOR MANAGEMENT COMPANY ONLY

All applicable portions of this form need to be completed in their entirety.

PAYMENT CONFIRMATION

Invoice #: _____
Date Paid: ____ / ____ / ____
Payment type: _____
Amount Paid \$: _____
Confirmed by: _____

PICKUP CONFIRMATION

Issued on: _____
Name of Recipientant: _____
Delivery Method: _____
6D Delivery Date: ____ / ____ / ____
Approved By: _____