

Condominium Documentation Request Form

All requested closing documents, checked below, must be in writing and payment arrangements for the required documents can be completed through one of the options listed below.

All requested documents will be provided within two (2) business days after receipt of funds.

Following information is required:

Seller's Name: _____

Unit Address: _____

Unit Number: _____

Buyer's Name: _____

Buyer's Address: _____

Closing Date: _____

☐ **Status Letter - \$60.00 included (\$120 for rush orders needed within 24 hours)**

☐ **Condo Questionnaire - \$75.00 included (\$150 for rush orders needed within 24 hours)**

☐ **Hard Copy Master Deed & Bylaws - \$90.00 included (electronic version - no charge)**

Contact Person: _____

Phone Number: _____

Fax Number: _____

E-mail Address: _____

Date Required By: _____

Payment Options:

Mail this form with payment (cashier's check or money order made payable to JL Gardel 1) to:

JL Gardel
PO Box 310
Union Lake, MI 48387

or fax this form with credit card information below to 248-706-1615

Card Type (circle one): Visa / Master Card / Discover

Cardholder Name: _____

Card Number: _____

Card Verification ID: _____

Expiration Date: _____

Amount: _____

Signature: _____