

Sale and Refinancing of Unit – Request for Information

Owners who sell or refinance their unit and prospective buyers of a unit and their representatives can obtain copies of the Condominium documents listed below by completing the Sale/Refinance Information Request form – form is on next page - and mailing it together with advance payment of fees to Board of Directors, Capital Hill Condominium, Inc. 352 State Street, Albany NY 12210.

The following documentation is available:

- Declaration -in pdf format- includes among other things:
 - Descriptions of Property and of Building
 - Description of Common Elements and Restricted Common Elements
 - Number of units
 - Square footage of units and floor locations
 - Percent of interest each unit
 - Unit plans
 - Easements
 - Covenants and Restrictions
- By-Laws – in pdf format – includes
 - Selling, Mortgaging, and Leasing of Units
- Owners Handbook – in pdf format
- Current Annual Operating/Reserve Budget – in pdf format
- Current Annual Schedule of Common Charges
- Financial Statement (latest fiscal year reviewed) – in pdf format
- Current Balance Sheet
- Certificate of Board of Directors That Common Charges, Special Assessments, Fines and All Other Outstanding Charges Have Been Paid.
- Questionnaires/Certificates
- Insurance Certification (copy Declaration page only)

Please Note:

1. Advance payment must accompany the Request Form, **no exceptions**.
2. All documentation will be emailed to you within seven (7) business days.
3. For Rush Processing an additional fee of \$25.00 must be received in advance.

Sale/Refinance Information Request Form

Capital Hill Condominium, Inc.

Date: _____ Transaction Type: Sale Refinance
Unit: _____ Current Unit Owner's Name _____

Requestor's Name: _____
Company Name: _____
Requestor's Address: _____

Fax: _____ Phone: _____
E-Mail Address (*required for response*): _____

Purchaser(s)/Owner(s) Name(s): _____
Purchaser(s)/Owner(s) Mailing Address: _____

DOCUMENTATION REQUEST:

- Fee \$5.00: CHC Declaration - pdf format
- Fee \$5.00: CHC By-Laws - pdf format
- Fee \$5.00: CHC Owners' Handbook - pdf format
- Fee \$5.00: Current Annual Operating/Reserve Budget - pdf format
- Fee \$5.00: Financial Statement (latest fiscal year reviewed) - pdf format
- Fee \$5.00: Current Balance Sheet
- Fee \$5.00: Current Annual Schedule of Common Charges
- Fee \$10.00: Board Certificate that Common Charges and All Other Charges have been Paid
- Fee \$40.00: Questionnaires/Certifications - Short/standard forms (1-2 pages)
- Fee \$60.00: Questionnaires/Certifications - Long form (3-5 pages).
- Fee \$5.00: Insurance Certification (Declaration page copy only)
- Fee \$25.00: Rush Processing

Total \$ _____

Note: Advance payment must accompany the Request Form to initiate service completion, no exceptions.