

# RANDOLPH PLACE RESIDENCES

165 N. CANAL STREET, CHICAGO, ILLINOIS 60606

PHONE 312/627-1332 FAX 312/627-1335

## **UNIT TRANSFER FEES AUTHORIZATION TO CHARGE ASSESSMENTS**

If you need a paid assessment letter or a 22.1 disclosure form, we try to provide the information within 72 hours. Please be sure to indicate which monthly end date the letter should state (your month of closing). We will fax the letter; if you should need an original copy instead, please pick it up in the Management Office.

DATE: \_\_\_\_\_

SELLERS NAME: \_\_\_\_\_

UNIT: \_\_\_\_\_

SELLERS PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

ANTICIPATED CLOSING DATE: \_\_\_\_\_

LISTING REALTOR: \_\_\_\_\_

REALTOR PHONE NUMBER: \_\_\_\_\_

### REQUESTED ITEMS:

- PAID ASSESSMENT LETTER (\$50 CHARGE)
- 22.1 DISCLOSURE FORM (\$50 CHARGE)

### METHOD OF PAYMENT:

- CHARGE ASSESSMENTS
- CERTIFIED CHECK
- MONEY ORDER

TOTAL AMOUNT DUE FROM SELLER: \_\_\_\_\_

Signature of Seller: \_\_\_\_\_

**FAX (312) 627-1335**

**FAXES ARE ACCEPTED DURING OFFICE HOURS ONLY**

**Monday – Friday 8:00 am to 6:00 pm**