



REQUEST TYPE:     PAL - refinance     PAL - sale     22.1     PAL & 22.1

**SUBJECT PROPERTY:**

Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

**CLOSING INFORMATION:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Contact: \_\_\_\_\_

Title Company: \_\_\_\_\_ Branch: \_\_\_\_\_ Phone: \_\_\_\_\_

**ATTORNEY FOR BUYER:**

**BUYER:**

Name: \_\_\_\_\_

Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Fax: \_\_\_\_\_

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

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

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

Does the buyer intend to occupy the property?     Yes     No

**REQUESTED BY:**

Name: \_\_\_\_\_

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

Deliver completed letter via:     Email: \_\_\_\_\_     Fax: \_\_\_\_\_

**FEE REQUIRED:**

The cost for a paid assessment letter is \$30. This fee is waived for accounts in good standing. The cost for a 22.1 disclosure is \$60. Delinquent accounts must submit this request accompanied by payment in advance. Allow 3 business days for processing. Rush service may be available for an additional \$30. If an updated letter is required, a \$30 update fee will apply.

**SUBMIT YOUR REQUEST:**

Email this completed form and a copy of the purchase contract (if applicable) to [billing@cmmc.com](mailto:billing@cmmc.com) or mail with payment to 6924 N. Glenwood Ave Chicago IL 60626.