



# CHICAGO CONDO MANAGEMENT & MAINTENANCE Co.

6924 N. GLENWOOD AVE. CHICAGO, IL 60626 • 773.856.5100 fax 773.328.8633 • CCMC.COM



## PAID ASSESSMENT LETTER and/or 22.1 DISCLOSURE REQUEST FORM

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 \$25. This fee is waived for accounts in good standing. The cost for a 22.1 disclosure is \$25. 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 \$25. If an updated letter is required, a \$25 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.