



NAGOG WOODS COMMUNITY CORPORATION

VILLAGE OF NAGOG WOODS

ACTON, MASSACHUSETTS 01718

(978) 263-4887 FAX 978-263-8063

Closing Documents Needed for Sales

You will need a 6 (d) Certificate and an Architectural Compliance Certificate. The documentation fee is \$100 for these two documents. The documentation fee must be paid before receiving the documents. You must give the office 10 days written notice but not less than 3 days of the closing date of when you would like to pick up the 6(d) certificate.

In order to issue a clean 6(d) for a sale or refinance of a unit all sewer fees and account balances must be paid to date.

You must provide the name of the person purchasing the unit and the date of closing for sales.

Sewer Fees for Sales and Refinances

The Owner must contact the Acton Water District at 978-263-9107 to arrange to have their water meter read on the day before the closing. Once the Water Department reads the meter they will issue you a final bill indicating the number of cubic feet used from the previous reading. You must then bring your final bill to the Nagog Woods office. The office will then calculate the sewer charge based on that usage with the then current per cubic feet sewer fee plus and \$5.00 administrative fee. **This sewer charge must be paid in full before a clean 6(d) certificate can be released. There is no guarantee that you will receive the 6(d) the same day you make the sewer payment. We must review accounts and get the 6 (d) certificate prepared and notarized. Please make an appointment for pick up time.**

Certificate of Acknowledgement

This document will confirm the acknowledgement of condo, water, and sewer fees, as well as important rules and regulations. **The certificate must be signed by both buyer and seller before release of 6 (d) Certificate.**

The Architectural Compliance and Acknowledgement Certificates will be emailed together.

Architectural Compliance

Appointment must be made with the Village Office. Items in non-compliance will be documented and notarized. **This certificate must be signed by seller and buyer before release of 6(d) Certificate.**

Insurance Information for Binders

The information should include the name of the unit owner, address, loan number, mortgage clause and a phone number with contact. Forward the request to HUB International: condocerts@hubinternational.com

You may also call Courtney Tozier at 800-370-0642 and the policy number is #PHPK1556262. FAX- 866-475-7959

