

# Sugarloaf Condominium Association

Snowberry Circle and Gray Lock Lane, South Deerfield, MA 01373  
c/o Kendrick Property Management /PO Box 3220 Amherst, MA 01004 / P: 413-253-0285 / F: 413-253-2383  
[kpm@kendrickmanagement.com](mailto:kpm@kendrickmanagement.com)

## UNIT SALE PACKAGE

This package outlines the Unit Sale process. Please use this checklist if you are planning to sell your unit.

1. **All Association owners and their realtors must contact Kendrick regarding a pending closing.** At that time, KPM will advise them of the requirements:
  - a. The Unit owner must have all common and other assessments paid in full thru the month of the closing (even if the closing is on the first day of the month)
  - b. Request MA 6D Certificate and complete a Request Form thru Kendrick: presently costs are \$105, Rush \$125. All information for this is located at: <https://www.kendrickmanagement.net/certificates>, or [included in the documents](#).
2. One or more occupants are to be fifty- five ( 55) years of age or over to meet the Age Eligibility.
3. The buyer(s) must confirm they have read all Governing Document and SCA Rules and agree to abide by all.
4. Buyer(s) must agree by acknowledgement that they accept continued maintenance of personal gardens.
  - a. Personal gardens are any plantings within the shrub beds (other than the standard shrubs), in the area in front of the porch, driveway strip plantings if initiated by the Seller, and any gardens around the perimeter of the buildingIf the buyer does not agree to this, then the current owner must return the area to the original state prior to the sale.

The following forms and documents are part of this Unit Sale Package:

1. Sugarloaf Affidavit of Qualified Buyer (Age Eligibility of Occupant)
2. Sugarloaf Confirmation of Governing Documents
3. Sugarloaf Acknowledgement regarding Personal Gardens
4. MA 6D Certificate
5. Owner Information Fact Sheet

NOTE: all forms must be completed and submitted to KPM **PRIOR** to the Unit Closing.

Sugarloaf Condominium Association documents can be downloaded from the Managing Agent's website:  
[www.kendrickmanagement.com](http://www.kendrickmanagement.com)

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## Affidavit of Qualified Buyer/Occupant

Re: \_\_\_\_\_  
(name of purchasers/Unit Address)

I, \_\_\_\_\_ being first duly sworn, do depose and say that:  
(printed name of qualified buyer/occupant)

1. I am an individual occupant over the age of 55, my date of birth being \_\_\_\_\_.
2. This affidavit is knowingly given to attest to the eligibility of:  
\_\_\_\_\_, \_\_\_\_\_ (printed name), in order to satisfy the age requirements  
for the purchasing and/or occupation of unit \_\_\_\_\_ per the  
Sugarloaf Condominium Master Deed Section 8: Qualified Buyer.

\_\_\_\_\_  
(Qualified buyer signature in front of notary)

Signed under the pains and penalties of perjury this day of \_\_\_\_\_, 20\_\_\_\_\_.

Commonwealth of Massachusetts

\_\_\_\_\_,SS

County

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before me, the undersigned notary public personally appeared  
\_\_\_\_\_, proved to me through satisfactory evidence of identification, which was a  
\_\_\_\_\_, to be the person whose name is signed above, and acknowledged that he/she/they  
signed it voluntarily for its stated purpose.

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

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## Governing Documents Acknowledgement

I/we, the undersigned, acknowledge receipt of the Sugarloaf Condominium governing documents and have read, understand and agree to abide by the same during the term of our ownership.

Governing Docs consist of the Master Deed, Declaration of Trust, By-Laws, and Rules and Regulations of the SCA.

Electronic copies of the governing documents for Sugarloaf Condominium may be found at  
<https://www.kendrickmanagement.net/sugarloaf>

_____	_____	_____
Buyer Printed Name	Signature	Date
_____	_____	_____
Buyer Printed Name	Signature	Date
_____	_____	_____
Occupant (if other than buyer)	Signature	Date

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## Personal Gardens/Plantings Acknowledgement

I/we, the undersigned buyer(s), acknowledge that I/we accept continued maintenance of personal gardens, in accordance with the Rules and Regulations

Personal gardens are any plantings within the shrub beds (other than the standard shrubs), in the area in front of the porch, driveway strip plantings if initiated by the Seller, and any gardens around the perimeter of the building.

If the buyer does not agree to this, then the current owner must return the area to the original state prior to closing.

Buyer(s) agree to maintain all planting areas: Yes \_\_\_\_\_ No \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

If the Buyer(s) indicates **No** above, then Seller must bring all areas back to their original state.

I/We Unit Owners acknowledge that the buyers do not agree to maintain all planting areas and we have changed all areas back to the original state.

Unit Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date \_\_\_\_\_

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## **CHANGE IN OWNERSHIP FORM** **(REQUEST FOR MA 6D CERTIFICATE) page 1 of 2**

MA 6D or resale certificates will not be released without the following:

- 1) Condo fees paid to date
- 2) Change of Ownership Form completed and sent to KPM
- 3) Payment received for this request (checks payable to Kendrick Property Management)

**Presently for standard processing (within 10 business days) - \$105.00**

**Presently for RUSH processing (within 48 business hours) - \$125.00**

*Please complete the following information and return this form to Kendrick Property Management either in person, via mail, fax or email [condo@kendrickmanagement.com](mailto:condo@kendrickmanagement.com).*

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Date of Request: \_\_\_\_\_ Closing Date: \_\_\_\_\_

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

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

### **CURRENT Owner Information:**

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

Owner's Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

### **NEW Owner Information:**

Name(s): \_\_\_\_\_ Phone: \_\_\_\_\_

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

Mailing Address after Closing: \_\_\_\_\_

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## CHANGE IN OWNERSHIP FORM (REQUEST FOR MA 6D CERTIFICATE) **page 2 of 2**

Will new owner(s) be living in unit? **YES/NO** If NO – Will unit be rented to a non-relative? **YES/NO**

The Buyers have received a copy of the Master Deed, By-Laws, Trust, and Rules and Regulations? **YES/NO**

Name of person completing this form/Requesting 6D: \_\_\_\_\_

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

Would you prefer us to mail the certificate or pickup at our office? **MAIL/PICKUP**

Address to mail certificate to: \_\_\_\_\_

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FOR KPM USE ONLY:

Condo Fees pd through: \_\_\_\_\_ As of: \_\_\_\_\_ 6D sent on: \_\_\_\_\_

Billed Amt Due: \_\_\_\_\_

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Please fill out and return to Kendrick **Property** Management

## UNIT OWNER INFORMATION FACT SHEET

Owner's Name(s) \_\_\_\_\_  
\_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Owner's Home Address (if different) \_\_\_\_\_

Owner's Home Phone \_\_\_\_\_ Work # \_\_\_\_\_ Mobile # \_\_\_\_\_

Owner's Email Address \_\_\_\_\_  
\_\_\_\_\_

Owner's Emergency Contact Person and Telephone Number \_\_\_\_\_

### PET INFORMATION ( 1 dog and/or 2 indoor cats)

Cat \_\_\_\_\_ Color \_\_\_\_\_

Dog\* \_\_\_\_\_ Color \_\_\_\_\_ Town Reg. # \_\_\_\_\_

**\*For all dogs: provide a copy of license and rabies certificate along with this form**

### VEHICLE INFORMATION [for tenants]

1. Vehicle Model \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_

2. Vehicle Model \_\_\_\_\_ Make \_\_\_\_\_ Year \_\_\_\_\_

Color \_\_\_\_\_ Plate # \_\_\_\_\_ State \_\_\_\_\_