

PROPERTYWORX, LLC
MORTGAGE QUESTIONNAIRE REQUEST FORM

Information required for ordering a Mortgage Questionnaire:

Property Address:

Unit Number: _____

Borrowers Name: _____

Mortgage Company:

Contact Person at Mortgage Company: _____

Contact's Phone: _____

Contact's Email: _____

Name of person sending payment: _____

(Please reference the property address on the check.)

The cost for a Mortgage Questionnaire is: \$200.00. This amount includes the Mortgage Questionnaire, Association's Budget, and the Condo Declarations/Bylaws (if needed). Insurance requests will be provided by the association's insurance agent upon request of the lender.

Credit/Debit cards are not accepted at this time. Payments can be mailed or left in the locked mailbox at our office. ***All request forms and checks MUST reference the property address to be processed in the approximate turnaround time referenced below.**

Please make your check or money order payable to: Propertyworx, LLC
Mail to: 1278 Main St., Suite 8
Watertown, CT 06795

The turnaround time once we receive the check and request form is approximately 3-5 business days.

Once completed, all requests will be emailed to the contact person at the mortgage company referenced above.

Please feel free to call with any questions.

Phone: 860-274-5182

Fax: 860-274-5572

Email: terry@propertyworx.com