
 MASSACHUSETTS TRIAL COURT	CONDOMINIUM/AMENDMENT APPROVAL COVER SHEET (Registered Land Guideline No. 57)		COURT USE ONLY
	COURT DEPARTMENT LAND COURT	DIVISION TITLE EXAMINATION DEPT.	DATE
CONDOMINIUM NAME		ADDRESS	
CITY/TOWN	COUNTY	REGISTRY	

Required Background Information for All Submissions:

Condo Type: Residential Commercial Timeshare: Yes No
 Number of Buildings: _____ Subdivision: Yes No
 Number of Units: _____ Form: Trust Association Corporation
 Phased: Yes No Master Deed: Original Amended

Required Information When Submitting An Original Master Deed:

- Certified copy (less than 30 days old) of outstanding Certificate of Title *or, if not prepared,* the last prepared Certificate of Title *and* current Deed;
- Declaration of Trust *or* By-Laws (preferably fully executed);
- Site plan (see Guideline No. 57 requirements), a copy of the Land Court plan, and floor plans (see Guideline No. 57 and G.L. c. 183A, § 8 requirements); and
- Master Deed (preferably fully executed) containing each of the following (see G.L. c. 183A, § 8):
 - Submission statement required by G.L. c. 183A, § 2;
 - Description of the land that includes references to lot(s) on current Land Court approved plan(s) and to current valid Certificate(s) of Title;
 - Description of each building stating: (a) the number of stories, (b) the number of units, and (c) the principal materials used in construction (e.g., concrete, wood);
 - Unit designation of each unit, including: (a) a statement of its location, (b) the approximate area, (c) the number of rooms, and (d) the immediate common area to which it has access;
 - Description of common areas and facilities, including, proportionate interest of each unit;
 - Statement of the purpose(s) of the building(s) and each unit and any restrictions as to use;
 - Description of the method for amending the Master Deed; and
 - Name and mailing address of the trust, association, or corporation formed to manage and regulate the condominium, including: (a) a statement that By-Laws are enacted and (b) the names of trustees or managing board.

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Required Information When Submitting An <u>Amended</u> Master Deed:					
<input type="checkbox"/> Amendment(s) to Master Deed (preferably fully executed); <input type="checkbox"/> Copy of all registered Amendments to Master Deed, if any; <input type="checkbox"/> Certified copy (less than 30 days old) of Master Condominium Certificate of Title; <input type="checkbox"/> Copy of registered Master Deed; <input type="checkbox"/> Copies of Deeds of current unit owners; <input type="checkbox"/> Copy of registered Declaration of Trust or By-Laws; <input type="checkbox"/> Copy of all registered Amendments to Declaration of Trust or By-Laws, if any; <input type="checkbox"/> Plans, if applicable, including: (a) floor plan(s), (b) site plan(s), and (c) a copy of the Land Court Plan from the Registry District; <input type="checkbox"/> Assent(s), if applicable; and <input type="checkbox"/> Copy of registered document evidencing current trustees or managing board, as applicable.					
Additional Information or Comments on the Submission:					
NAME (ATTORNEY OR SUBMITTER(S))					B.B.O. NUMBER (IF APPLICABLE)
FIRM OR AGENCY NAME (IF APPLICABLE)					OFFICE OR HOME PHONE NUMBER
STREET ADDRESS				APT/UNIT #	CELL PHONE NUMBER
CITY/TOWN		STATE	ZIP CODE	E-MAIL ADDRESS	
DATE		SIGNATURE			