



FLORIDA PROPERTY & ASSOCIATION MANAGEMENT INC.

Street Address: 4736 Blanding Blvd, Jacksonville, FL 32210, Mailing Address for Payments:
PO Box 440367, Jacksonville, FL 32222, Phone (800) 435-8718 & Fax (800) 620-8639

ESTOPPEL REQUEST CHECKLIST

NOTE: With the July 1, 2017 revision to Florida Statutes 720.30851, we have modified our Estoppel forms to meet the new statutory requirements. As such, we will be using it exclusively to prepare and electronically transmit Estoppel Certificates irrespective of any localized forms you may have prepared which may or may not meet the newly required disclosures from an association. The new forms we have prepared will ensure an association and our company complies with the new law and answers all of the required disclosures. We have gone a bit further and have added more areas that should give you a complete picture of the Unit; the amounts owed, and if there are any open violations.

While the new law also allows for electronic receipt of e-mail requests, it is the responsibility of the requesting party to ensure our company receives the e-mail. You can use a "Read Receipt" on your e-mail or you may call our offices at 800-435-8718 after you transmit the e-mail to ensure receipt. For faster service, especially on "Rush Requests" requiring an answer within 3 business days from date and time of receipt, we suggest you fax your request to 800-620-8639. That way you have proof of delivery.

REQUIRED ITEMS TO PROCESS YOUR ESTOPPEL REQUEST

1. Request from the Attorney or Title Company handling the closing to occur within the Estoppel Certificate's effective period of 30 days and includes:
 - a. Request must accurately identify the Unit Owner as per the property records of the county in which the property is located.
 - b. The address of the Unit.
 - c. Name of the Association where the Unit is located.
 - d. Scheduled date of closing (Note the new laws allow an association 10 business days from date and time of receipt to deliver an Estoppel Certificate. Because we must now ensure there are no open violations on the Unit, that will require a physical inspection of the Unit so please figure this time delay into your Settlement Statement preparation).¹
 - e. Estoppel fees are collected at closing.
2. If you ARE NOT the Attorney or Title Company handling the closing of the Unit, or the payoff is not related to an actual closing during the effective period of the Estoppel Certificate, or you are a Real Estate Broker that has acquired a property to market for Sale, in addition to the items specified above, we will also require the following items from you:
 - a. Request must accurately identify the Unit Owner as per the property records of the county in which the property is located. If this was a recent Bank Foreclosure, a newly acquired Housing and Urban Development (HUD) or Federal National Mortgage Association (FNMA) acquisition we will require the recorded Certificate of Title before we can process your request.
 - b. Third Party Authorization allowing your or your company to receive the financial information related to the Unit.
 - c. Payment of the Estoppel Fees.

*****ESTOPPEL FEES:** \$125.00 Standard Preparation & Delivery within 10-business days;
+\$100.00 Rush for Delivery within 3 business days; +\$125.00 if Account is with Legal in Collections