

January 2024 ESTOPPEL REQUEST FORM

SRK Residential Communities is pleased to provide estoppel services to our clients, members, title agencies, lenders, and/or appraisers. **Please note that we are not the**

Notice, If the Request is for any property within Lake Berkley Resort, Lake Berkley Villas, or Lake Berkley Townhomes, the Buyer will be issued a separate form to sign before Estoppel can be released.

Association for which you will be requesting the Estoppel. We are a professional outside source that will be providing the Estoppel. In accordance with the State Statutes, a refund of estoppel fees is only granted if the fee has been paid directly to the association. The fees associated with the request are non-refundable regardless if the closing takes place or not. Please print this form. **Please contact our office via telephone to confirm if the unit has a delinquent balance as that will determine the amount to be prepaid for the estoppel request 407-992-8808.** Complete the form in its entirety. Mail this form along with your payment for the Estoppel Service being selected. Please make payment in the form of a Check, money order, or cashier's **check payable to SRK Residential Communities, LLC. Mail/Overnight express or bring payment into our offices at 7800 Southland Blvd Suite 104, Orlando, FL 32809.** Please note that the request is being issued to a Service Provider and not the Association, **There are no refunds once the work has been completed. Florida Statutes 720.308, 5,1 - Estoppel certificates. Title companies should obtain prepayment from the seller for request. Our Office Hours are Monday – Friday 9:00 am – 1:00 pm.** Closed on All Federally Observed Holidays.

Once your payment has been received SRK Residential will process your request according to the service selected. We **will not** process any request without payment in advance and we do not bill or accept payment after closing or as part of the settlement. We do not accept credit cards for Estoppel Services. Please select the service being requested. SRK Residential Communities will not provide any verbal information related to disclosure.

The Following Items will be included when your estoppel is returned:

- Certification of Assessment Balance. Association Q&A
- Certification of Any Outstanding Covenant Enforcement Issues.
- Copies of Current Year Budget. Notification of any known upcoming special assessment
- W9 For the Association, Proof of Insurance by providing the Agent Contact Information
- Documents of the Association or a link to download a set of documents.
- Verification of any pending litigation other than for collection matters.
- Listing of any Master or Sub-Association

AN ESTOPPEL IS GOOD FOR THE BUYER LISTED ONLY AND EXPIRES 30 DAYS FROM THE DATE SUBMITTED TO THE REQUESTOR. ONCE EXPIRED AN ENTIRELY NEW ESTOPPEL MUST BE REQUESTED. UPDATED INFORMATION WILL NOT BE PROVIDED VIA EMAIL, TELEPHONE, OR OTHER MEANS.

Please select the Estoppel Service Below:

STANDARD REQUEST FOR DISCLOSURE (10 DAYS TURNAROUND. REQUESTOR MUST PROVIDE NO LESS THAN 10 DAYS FOR COMPLETION PRIOR TO SCHEDULED CLOSING DATE) THIS FEE APPLIES TO UPDATE REQUESTS THAT MUST BE SAME BUYER:

_____ **\$250.00**

EXPEDITED REQUEST FOR DISCLOSURE (3 BUSINESS DAYS TURNAROUND):

_____ **Add \$100.00**

DELINQUENT ACCOUNT REQUEST (ACCOUNT HAS A BALANCE CURRENTLY OWED) APPLIES TO UPDATE REQUEST TOO

_____ **Add \$150.00**

RAPID EXPRESS REQUEST FOR DISCLOSURE (1 BUSINESS DAY TURNAROUND):

Failure of the title company, or closing agent to obtain an estoppel request within the Statutory Timeframe of 10 days or the inability to request an Expedited Request allowing for the completion within 3 business days is not capped by Florida House Bill (HB 483/SB 398)

_____ **Add \$700.00** (Please note that this option does not meet the required obligation of a real estate transaction whereas disclosure is required to be presented to the buyer no less than 3 business days prior to closing, SRK Residential will not be liable for the cancelation of a sale based on the timeframe of this request being delivered to the buyer less than 3 business days.)

\$ _____ Total Being Submitted must match the items selected and added together.

If a 10-day turnaround is selected and the request does not provide us for 10 days prior to the closing to complete the request, our office will contact you to inform the requestor of the additional fees for an EXPEDITED request.

CONDO OR HOA P.U.D. QUESTIONNAIRE (These are not an Estoppel and therefore are not covered under Florida House Bill (HB 483/SB 398). We will not process any request for a Questionnaire unless an Estoppel Request accompanies it or there is already an Estoppel that has been provided that has not yet expired.

_____ \$475.00 Condo of HOA P.U.D Questionnaire Completed Along With An Estoppel *Will not complete this unless in conjunction with an Estoppel Request or if an Estoppel has already been requested but not yet expired.

Add Amount from Total of First Page TOTAL SUBMITTED \$ _____

IF ANY PORTION OF THE BELOW FIELDS TO BE COMPLETED ARE LEFT BLANK, WE WILL NOT PROCESS THE REQUEST. THE PROCESS TIMEFRAME WILL BEGIN ONCE THE REQUESTOR HAS COMPLETED ALL FIELDS.

Community Name: _____ Seller Name: _____

Address of Subject Request: _____ Closing Date: _____

Requester Name: _____ Requesters Signature: _____

Title Company: _____ Phone: _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address To Send Estoppel Back (PLEASE PRINT CLEARLY) _____

Buyers Name: _____ Buyers Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

Buyer Email Address: _____

Co-Buyer Name: _____ Co-Buyers Cell: _____

Address: _____ City: _____ State: _____ Zip: _____

Co-Buyer Email Address: _____

Any Pets? If yes detail of all pets: _____

If the Subject property is bank owned through a foreclosure action, Requestor must provide a copy of the COT and Final Summary Judgment before we can provide the requested estoppel, Please forward these items with your request. Failure to submit these documents will result in the request being completed based on current information. Request to correct after work has been completed shall require Requestor to still provide the required documents and repay for the service plus any expedited or rapid request fees.

**Legal Disclosure: If the account of the subject request is involved in legal action as a result of non-payment of assessments and/or for violations of the deed restrictions, information will be delayed as the appropriate attorney representing the association will need to be contacted by us to ensure all legal fees are accounted for with any outstanding balance and/or that violations to the deed restrictions are agreed to be corrected either prior to closing or accepted with an agreement to correct after closing.*