

REQUEST FOR ESTOPPEL FROM KEYS GATE COMMUNITY ASSOCIATION

PAYMENT IN FULL IS REQUIRED BEFORE PROCESSING.

Your payment must be made payable to: MERCEDES M. SELLEK, PA by either Credit Card, Corporate Check, or Bank Wire

A. ESTOPPEL FEE AMOUNTS AND TURNAROUND TIME:

Non-Rush 7-Day Request: \$250.00

Rush 72 Hour Request: \$350.00

IN ADDITION, A TRANSFER FEE IS DUE AT THE TIME OF THE ESTOPPEL REQUEST WHICH WILL BE PAID TO THE MASTER ASSOCIATION IN THE AMOUNT OF \$155.00.

YOUR REQUEST WILL NOT BE PROCESSED WITHOUT THIS PAYMENT.

The **TOTAL** fee for a 7 day turn around request is **\$405.00***

The **TOTAL** fee for a Rush Request is **\$505.00***

**An additional fee of \$150.00 may be charged if the account is found to be in legal collections.*

B. PLEASE PROVIDE THE FOLLOWING INFORMATION:

Requesting Party Name (Including telephone number and an email address for return estoppel package):

Current Owner's Name: _____

Prospective Buyer's Name: _____

Property Address: _____

C. A COPY OF THE RECORDED CERTIFICATE OF TITLE OR VESTING WARRANTY DEED IN CURRENT OWNER IS REQUIRED TO PROCESS THE ESTOPPEL REQUEST. YOUR REQUEST WILL NOT BE PROCESSED WITHOUT THIS DOCUMENTATION IN HAND.

- *Turn Around Time is based on business days and does not include weekends or holidays. Requests received after 3:00p.m. will be processed the next business day.*
- Your request must be in writing and must include all information with attachments.

ALL ESTOPPEL REQUESTS MUST INCLUDE THIS FORM, THE PAYMENT, AND THE VESTING DEED OR CERTIFICATE OF TITLE.

If by email: Estoppels@selleklaw.com

Please include PDF attachments of all required information.

If by Mail, courier or overnight, to:

Mercedes M. Sellek, PA
2520 S.W. 99 Court
Miami, FL 33165
ATTN: ESTOPPEL REQUESTS

All estoppel certificates are provided electronically via email. If original documents are required, you must provide a stamped self-addressed envelope or prepaid overnight envelope and include a \$25.00 fee.

UPDATE REQUEST: Estoppels are valid for 30 calendar days. No updates will be given to the estoppel certificate prior to expiration thereof. 1st request after 30 calendar days- \$125.00; 2nd request after 60 calendar days- a new Estoppel Request will be required. A Transfer Fee will not be collected if the same Buyer.

VIOLATION ONLY UPDATES: Within 14 calendar days of original estoppel certificate-no charge; a second request within the 14 calendar days of original estoppel \$50.00; within 15-30 calendar days \$50.00; within 31-45 calendar days \$75.00. After 60 days, a new Estoppel Request will be required.