

MERCEDES M. SELLEK, ESQ.
TELEPHONE: 786-539-1425
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Request for Estoppel from Keys Gate Community Associaton

**Payment in full is required before processing. Your payment must be made payable to:
Maspons, Sellek, Jacobs, LLP, in one of the following methods: Credit Card, Corporate Check, Bank Wire**

Estoppel Fee Due and Timing:

7 Day turn around following receipt of payment: \$300.00 Rush 72 Hour Request: \$375.00

In addition, a Transfer Fee is due to the Association of \$155.00. This must be included in the first initial estoppel request. Therefore a total fee for a 7 day turn around request: \$455.00. Rush Request: \$530.00

Turn Around Time is based on business days and do not include weekends or holidays.

NO REFUND OR CREDIT issued by Keys Gate Community Association, Inc. or Maspons, Sellek, Jacobs, LLP

Your request MUST BE IN WRITING and MUST INCLUDE ALL INFORMATION with ATTACHMENTS.

Please fill out the following information:

Requesting Party Name and Contact Information

Current Owner's Name

Prospective Buyer's Name

Association Name

Property Address and Account number

Copy of Recorded Certificate of Title or Warranty Deed (attachment)

Information and Request must include this Form

If by email: Estoppels@maspons.com If by Mail, courier or overnight, mail to:

Maspons,Sellek,Jacobs, LLP

2333 Ponce de Leon Boulevard, Suite 314, BAC Colonnade, Coral Gables, FL 33134 ATTN: M. Sellek

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: Within 14 calendar days issued with no charge, after 15-30 calendar days \$50.00. For 31-45 calendar days \$75.00. After 45 days, a new Estoppel Request will be required.

PUD Questionnaires must be submitted separately and a fee of \$150.00 and \$225.00 for rush requests must be paid in advance