

UPDATED AS OF JULY 1<sup>ST</sup>, 2017

Pursuant to new Fla. Stat. 718.116(8)(a); Fla. Stat. 719.108(6)(a); and Fla. Stat. 720.30851(1), our management office will provide an estoppel certificate form on behalf of the association for the unit(s) in question. All information below is provided to help ensure the prompt efficient processing of your request. Failure to provide the necessary information may delay your request. **ALL ESTOPPEL CERTIFICATE REQUESTS MUST BE FORMALLY REQUESTED IN WRITING AND PAID FOR IN ADVANCE.**

Type of Estoppel	Time Frame to for delivery	Cost
Regular Standard Estoppel	10 Business Days	\$250.00
Rushed Estoppel Certificate	Up to 3 Business Days	\$350.00
<b>Additional Delinquency Fee</b>	<b>Fee is due if there is a delinquent amount owed to the association</b>	<b>\$150.00*</b>

\*Please e-mail [estoppels@oncallmgmt.com](mailto:estoppels@oncallmgmt.com) to verify if the “Additional Delinquency Fee” applies to the property the estoppel certificate form is requested for.

**WRITTEN REQUEST REQUIREMENTS:**

Using requestor’s letterhead, please draft a formal written request that includes the following:

1. Complete Property Address estoppel certificate is requested for
2. Name of current owner and potential buyer
3. Contact Person and Contact Information for Requestor (*Important for delivery of completed estoppel*)
4. Selected estoppel option “Regular” or “Rushed” along with fee made payable to On Call Management, LLC

**PAYMENT OPTIONS:**

Virtual Check- “VCheck” or “E-Check”	Physical Check
<ol style="list-style-type: none"> <li>1. Visit our website: <a href="http://www.oncallmgmt.com">www.oncallmgmt.com</a></li> <li>2. Click the “PAY OCM” Tab/ Next, select</li> <li>3. Select “On Call Management” as the “Payee”</li> <li>4. Enter your bank &amp; personal information to complete the process</li> <li>5. <b>E-mail your receipt &amp; formal written request to <a href="mailto:estoppels@oncallmgmt.com">estoppels@oncallmgmt.com</a></b></li> </ol>	<ol style="list-style-type: none"> <li>A. Made Payable to On Call Management, LLC</li> <li>B. Sent to: On Call Management, LLC Attn: Estoppel Department 4502 Inverrary Boulevard Lauderhill, FL 33319</li> <li>C. Please be sure to include Formal Written request along with payment to the address above.</li> </ol>

**ESTOPPEL CERTIFICATE DELIVERY:**

All estoppel certificates will be delivered via e-mail or fax, within the time frame request was paid for. If you wish to receive a copy of your estoppel certificate via mail, please include a self-addressed, stamped envelope or pre-paid courier label. **The time frame for estoppel certificate delivery officially begins from the date both the FULL payment and official request in writing is received by e-mail or mail.**

**ESTOPPEL CERTIFICATE UPDATE REQUESTS:**

An estoppel certificate that is hand delivered or sent by electronic means has a 30- day effective period. An estoppel certificate that is sent by regular mail has a 35-day effective period. Please e-mail [estoppels@oncallmgmt.com](mailto:estoppels@oncallmgmt.com) with copy of original estoppel to be updated, requests will be fulfilled in the order they are received.

**SUFFICIENT FUNDS AFFIDAVITS (SFA’s):**

IF a “Sufficient Funds Affidavit” is required for the sale or transfer of unit, please e-mail copies of open “Notices of Commencement” and your affidavit to be completed, signed and notarized to [estoppels@oncallmgmt.com](mailto:estoppels@oncallmgmt.com) for processing. Please be advised these affidavits are completed in the order they are received, keep in mind no “rush” option is available. A completed copy of the SFA may be e-mailed to the requestor prior to mailing original; please include a self-addressed, stamped envelope or pre-paid courier label for the original copy.

**Thank You!**