


ESTOPPEL INSTRUCTIONS FORM

To request an estoppel for any community we manage, please be advised of the following information:

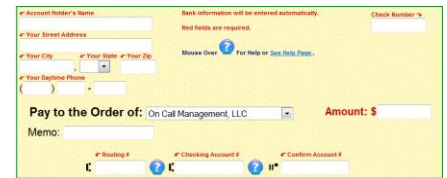
Type of Estoppel	Time Frame to be Returned	Cost
Regular Estoppel	7-10 Business Days	\$250.00
Rushed Estoppel	24-48 Hours	\$350.00

Estoppels May be paid through 2 options:

○ Virtual Check- "VCheck"

1. Visit our website: www.oncallmgmt.com
2. Click the "PAY OCM" Tab/ Next, select 
3. Select "On Call Management" as the "Payee"
4. Enter your bank & personal information to complete the process

****If opted to pay through VCheck, please e-mail estoppel AND copy of payment receipt to estoppels@oncallmgmt.com****



○ Physical Checks

1. Made Payable to On Call Management, LLC
2. Sent to: On Call Management, LLC
 Attn: Estoppel Department
 4502 Inverrary Boulevard
 Lauderhill, FL 33319
3. Please include self-addressed, stamped envelope if you would like **original** estoppel to be returned to you, otherwise they will be **e-mailed** or **faxed** upon completion.

Please be sure your request includes:

- A. Association Name, Unit Number & Type of Estoppel Request
- B. Contact Person, E-mail and/or Fax Number

Please note all information provided is to help ensure the prompt efficient processing of your request. Failure to provide the necessary information may delay your request.

****PLEASE NOTE: Completed estoppels are only valid for 30days from date delivered, no updates, requests or anything of that nature will be covered under initial purchase after said expiration date****

We look forward to Working with You!