

**DATE:** [Insert Date]

**TO:**

[HOA Name]

[HOA Management Address]

[City, State, Zip Code]

**RE: REQUEST FOR ESTOPPEL CERTIFICATE**

**Property Address:** [Insert Property Address]

**Owner Name(s):** [Insert Seller Name(s)]

**Parcel ID / Account Number:** [Insert ID if known]

To Whom It May Concern,

This letter serves as a formal request for an Estoppel Certificate for the property referenced above in connection with a pending real estate transaction. Please provide a statement of account including, but not limited to, the following information:

- The current assessment amount and payment frequency.
- The date through which the current assessment is paid.
- Any past due amounts, late fees, or interest currently owed.
- Any pending special assessments or planned future assessments.
- Any known violations of the association rules and regulations.
- Capital contribution fees or transfer fees due at closing.

Please deliver the completed certificate via [Email/Fax/Mail] to:

[Name of Requesting Party/Title Company]

[Email Address/Fax Number]

If there is a fee required for the preparation of this certificate, please notify us immediately or provide an invoice so that payment can be remitted. If your state or association has a specific required form, please use that format.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Company Name, if applicable]

[Your Phone Number]