

**Date:** [Insert Date]

**To:** [HOA Name or Management Company Name]

**Address:** [HOA Mailing Address]

**City, State, Zip:** [City, State, Zip]

**RE: ESTOPPEL CERTIFICATE REQUEST**

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

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

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

**Anticipated Closing Date:** [Insert Date]

To Whom It May Concern,

Please provide an official Estoppel Certificate for the property referenced above. This information is required in connection with the pending [sale/refinance] of this property.

The certificate should include, but not be limited to, the following information:

- Current assessment amounts and frequency (monthly/quarterly/annually).
- Current balance of the account and any outstanding past-due amounts.
- Any pending special assessments or planned future assessments.
- Information regarding any active violations of the association's governing documents.
- Transfer fees, capital contribution fees, or other closing-related charges.
- Contact information for the insurance agent of the association.

Please advise as to the fee for this request and the preferred method of payment. If an expedited service is available, please provide those details as well.

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

**Recipient Name:** [Insert Name]

**Company:** [Insert Title/Escrow Company Name]

**Email Address:** [Insert Email]

**Phone Number:** [Insert Phone Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]