

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[HOA/Management Company Name]
[Address]
[City, State, Zip Code]

RE: Request for Estoppel Certificate / Estoppel Letter

Property Address: [Full Property Address]
Owner Name(s): [Current Owner Name(s)]
Parcel ID/Account Number: [If applicable]

To Whom It May Concern,

I am the listing/selling agent for the above-referenced property, which is currently under contract for sale. We are requesting an official Estoppel Certificate or payoff statement for this account to facilitate the closing process.

Please provide a statement of all outstanding balances, including but not limited to:

- Current monthly/quarterly assessment amounts
- Past due assessments, late fees, or interest
- Special assessments (current or planned)
- Violation fines or legal fees
- Transfer, administrative, or capital contribution fees

Please also include information regarding any known pending litigation or master association requirements associated with this property.

Kindly advise on the required fee for this request and the preferred method of payment. You may send the completed document to [Email Address] or via fax to [Fax Number].

Thank you for your prompt attention to this matter. Please contact me at [Your Phone Number] if you require additional information or authorization forms.

Sincerely,

[Your Signature]
[Your Printed Name]
[Real Estate License Number]