

**DATE:** [Insert Date]

**TO:**

[HOA Name or Management Company Name]

[Address]

[City, State, Zip Code]

**RE: ESTOPPEL CERTIFICATE REQUEST / DEMAND FOR PAYOFF**

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

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

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

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

To Whom It May Concern:

[Name of Title Company] is currently processing a real estate transaction involving the property referenced above. Pursuant to state statutes and the governing documents of the Association, we hereby request an Estoppel Certificate (Payoff Letter) for the aforementioned property.

Please provide a certified statement including, but not limited to, the following information:

- Current balance of regular assessments and the payment frequency.
- Date through which assessments are paid.
- Amount of any delinquent assessments, late fees, or interest.
- Total amount of any pending special assessments or future installments.
- Any transfer fees, capital contribution fees, or resale fees due at closing.
- Information regarding any open violations of the Association rules and regulations.
- Contact information for any additional sub-associations related to this property.

Please indicate if a rush fee is required for expedited processing. We have enclosed the required fee of \$[Amount] as requested by your office [or] please notify us of the fee amount so we may remit payment immediately.

Please deliver the completed Estoppel Certificate via email to [Email Address] or via fax to [Fax Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Title]

[Title Company Name]

[Phone Number]