

**DATE:** [Current Date]

**TO:** [Title Company/Closing Agent Name]

**ATTN:** [Contact Person]

**RE:** Final Estoppel Certificate / Payoff Statement

**PROPERTY ADDRESS:** [Full Property Address]

**OWNER(S) OF RECORD:** [Current Owner Names]

**PARCEL ID / ACCOUNT #:** [Account Number]

---

Dear [Closing Agent Name],

This letter serves as the final Estoppel Certificate for the property referenced above. This balance is valid through [Expiration Date].

**FINANCIAL BREAKDOWN:**

- Current Assessment Period Balance: \$[Amount]
- Past Due Assessments: \$[Amount]
- Late Fees / Interest: \$[Amount]
- Special Assessments: \$[Amount]
- Legal Fees / Collection Costs: \$[Amount]
- Estoppel Preparation Fee: \$[Amount]
- Other Fees: \$[Amount]

**TOTAL AMOUNT DUE AT CLOSING: \$[Total Amount]**

**ASSESSMENT INFORMATION:**

The current assessment for this property is \$[Amount] per [Month/Quarter/Year]. Assessments are paid through [Date]. The next payment is due on [Date] in the amount of \$[Amount].

**VIOLATIONS / RECAP:**

At this time, there are [no / the following] outstanding violations of the Association's Covenants and Restrictions: [List violations if any].

**PAYMENT INSTRUCTIONS:**

Please make checks payable to [**HOA Name**] and remit payment to the following address:

[Association Mailing Address]

[City, State, Zip Code]

Sincerely,

[Signature]

[Printed Name]

[Title: Board Member / Property Manager]

[Phone Number]

[Email Address]