

Date: [Insert Date]

To: [HOA Name / Management Company Name]

Address: [HOA Address]

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

RE: REQUEST FOR ESTOPPEL CERTIFICATE (DELINQUENT ACCOUNT)

Property Address: [Full Property Address]

Homeowner Name(s): [Name of Current Owner]

Account Number: [Insert Account Number if known]

To Whom It May Concern,

Please accept this letter as a formal request for an Estoppel Certificate for the property mentioned above. We understand that this account is currently classified as delinquent.

Pursuant to state statutes and the association's governing documents, please provide a certified statement of the total amount currently owed to the association, including but not limited to:

- Past due assessments and current balances;
- Accrued interest and late fees;
- Legal fees and collection costs;
- Any pending special assessments or violations;
- The per-diem interest rate for the balance.

Please provide instructions regarding the preferred method of payment to satisfy this debt and clear the account. If there are additional fees required for the preparation of this estoppel, please notify us immediately.

Please deliver the completed Estoppel Certificate via [Email/Fax/Mail] to the following recipient:

Recipient Name: [Name]

Email Address: [Email Address]

Phone Number: [Phone Number]

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Relation to Property: e.g., Owner, Attorney, Title Agent]