



401 Walnut Street
 Poinciana, Florida 34759-4329
 Tel # (863) 427-0900
 Fax # (863) 427-2404

ESTOPPEL REQUEST FORM

DATE ____/____/____

PLEASE COMPLETE ALL REQUESTED INFORMATION AND EMAIL TO ADDRESSES BELOW.

Block/Lot: _____ Village: _____ Property Address: _____

Title Co Name: _____ Attn: _____

THIS ESTOPPEL IS FOR A: SALE MORTGAGE REFINANCE (please check one)

RESPONSIBLE PARTY PAYING FOR THE ESTOPPEL: OWNER MORTGAGE/BANK BUYER

Fax: _____ Tel: _____ EMAIL: _____

Owner's Name: _____

Buyer's Name: _____ Expected Closing Date ____/____/____

NOTE: FEE INCREASE EFFECTIVE 9/1/2022. REQUESTS ARE TO BE SENT TO ALL EMAIL ADDRESSES LISTED: Rosaida.Morales@fsresidential.com, Dulce.Maestrey@fsresidential.com and estoppel.apv@fsresidential.com

IMPORTANT NOTICE:

All Estoppel and Questionnaire Requests are to be paid in advance. Requests are to be made by email (see above).

YOUR ESTOPPEL PACKAGE WILL INCLUDE

- Estoppel Certificate
- Current Ledger (If account is not in Collections)
- W-9 and a receipt for Estoppel payment
- Information on current Violations/Liens (if applicable)
- Owner Information form
- HOA Assessment Schedule and Payment instructions
- A list of known sub associations
- A blank copy of APV estoppel request form

**** Please check the box below with your selection****

NORMAL PROCESSING **\$299.00**

RUSH PROCESSING **\$418.00**

EXPECTED TURN AROUND TIME FOR ESTOPPELS

NORMAL/CUSTOMARY **10 BUSINESS DAYS**

RUSH **2-3 BUSINESS DAYS**

PLEASE NOTE ALL ESTOPPEL REQUESTS RECEIVED AFTER 3PM WILL BE PROCESSED NEXT BUSINESS DAY

Please note to avoid being accidently double charged please send only once either by Fax or Email. Credit Card payments disputed by your bank will incur a \$30.00 processing fee.

MC/VISA/DISCOVER/CARD#: _____

AMOUNT \$ _____ EXP ____/____ SEC CODE _____

Tel: _____ Email: _____

PRINT NAME: _____

SIGNATURE(required) _____

COMPLETE BILLING ADDRESS: _____

AMOUNT PAID \$ _____

PLEASE CHECK PAYMENT METHOD

- CREDIT CARD (MASTER CARD,VISA, DISCOVER ONLY)
- CASHIERS CHECK/ COMPANY CHECK ENCLOSED
- MONEY ORDER ENCLOSED

MAKE CHECKS PAYABLE IN US DOLLARS TO:

ASSOCIATION OF POINCIANA VILLAGES, INC

MAIL TO: 401 WALNUT STREET, POINCIANA, FL 34759-4329

ATTN: ESTOPPEL DEPARTMENT