



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: REQUESTS ARE TO BE SENT TO ALL EMAIL ADDRESSES LISTED: Dulce.Maestrey@fsresidential.com, estoppel.apv@fsresidential.com and Marixsa.delvalle@fsresidential.com

IMPORTANT NOTICE:

All Estoppel 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. We DO NOT accept American Express cards.

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