

# Canary Isles Homeowners Association

PO BOX 401  
Melbourne, Fl 32902

## Request for Estoppel Certificate

Pursuant to Florida Statutes, request for Estoppel Certificates will be processed within 15 days of receiving your request. If you request rush service and agree to the terms outlines for “rush request” below, the Estoppel Certificate shall be expedited and provided to you as soon as practical.

Requestor must complete authorization below and must clearly state the party (name of owner / mortgagee) on whose behalf this request is made. You must be authorized / designated by the owner / mortgagee to request this Estoppel.

The Estoppel Certificate issued by this firm will be conditioned upon the Requestor, contacting the Association’s HOA board and receiving information regarding violations, insurance policies, master / sub association, etc.

If the Owner wishes to claim the limited liability exception, or the so-called “Safe Harbor” provisions, of the Florida Statutes 718.116 or 720.3085, you must provide documentation to substantiate the entitlement (assignment of mortgage, note endorsement, etc., dated pre-judgment). If you do not, an Estoppel Certificate with all delinquent assessments and other collection, administrative, and late charges will be provided.

Requests to revise an Estoppel Certificate will be considered a new and separate request and will only be processed with the payment of the \$100.00 Estoppel fee in advance. Therefore, it is in your client’s interest to submit the requested documentation with the initial request. Estoppel updates requested thirty or more days after an initial Estoppel certificate is provided require a new completed form.

Payment may be made by mailing this form to the HOA address.

Name of Requester

Company Name

Company Address

Company City, State, ZIP

Home Owner

Home Owner (2)

Home Address Line 1 \*

Home Address Line 2

Home City / State\*

Home Zip Code \*

Home County \*

## Options for Estoppel Delivery

- ☐ E-mail
- ☐ Mail
- ☐ Fax

## Information Requested

- ☐ Statement of “all assessments and other moneys owed to the association.” (Fee \$100.00 **payable in advance**)
- ☐ Other information requested (May require additional fee in advance)

## Purpose of Request

- ☐ Request for payoff to satisfy claim of lien.
- ☐ Request for payoff to pay association in full.
- ☐ Request for payoff in conjunction with closing (provide buyer and/or new mortgage name).

## Please attach items below if appropriate

Safe Harbor Claim Supporting Documentation

Mortgage Assignment to Current Owner (Safe Harbor)

Note with Endorsement to Current Owner (Safe Harbor)

Draft HUD (Short Sale)

## Rush Select

- ☐ Rush Request (\$250.00 fee for rush - payable in advance) Please send alert to [directors@canaryisles.org](mailto:directors@canaryisles.org) that this request is in the mail.

In consideration for expedited processing, I, individually and on behalf of the payor of the Estoppel fee, hereby waive any right to any refund of the Estoppel fee which might be claimed under Florida Statute 720.30851 for homeowner/property owner associations.