HYPOLUXO WEST PROPERTY OWNERS ASSOCIATION

P O BOX 540812

LAKE WORTH, FLA. 33454-0812

hypowestpoa@gmail.com

RE: Address:

To Whom it May Concern:

It is the policy of this Association to have all Title Insurance Companies obtain a Certificate of Title Clearance or a Letter of Non-Clearance of Title from us. This should be requested prior to all Closings, on properties governed by our documents (for transfer of title on Resales, Refinances, etc.). All assessments, liens, special assessments, etc., must be paid before an estoppel request is completed. This is to ensure that all Association monies due have been paid (assessments, special assessments, liens, etc.) **before** closing.

There is a two-hundred and fifty-dollar ($250.00) fee for this certification. If the homeowner is delinquent in their assessments, there is an additional one-hundred fifty ($150.00) charge. The normal turn-around time is ten (10) business days after we receive the estoppel request and check. If you need an immediate response, there is an additional one-hundred-dollar ($100.00) fee to expedite the estoppel certificate to be delivered within three business days. To expedite the process, you can email the following request to hypowestpoa@gmail.com and send the $250 check overnighted to 6859 Athena Drive, Lake Worth 33463. Furthermore, please let us know when the check has been sent so that we can ensure that your request is processed in a timely manner. If you have questions, please call Sarah Mucha at 561-702-2420.

Your inquiry **MUST** include the following:

 **1. The name, address, and telephone number of the owner/owners.**

 **2. The address of the home located in Hypoluxo West.**

 **3. The name, address, email, and telephone number of the buyer if it is a resale.**

 **4. The approximate date of closing.**

**After the closing, please send a copy of the new warranty deed.**

If the above procedures are not complied with, your company will be liable for all monies due to this Association (liens, assessments, special assessments, legal fees, etc.). A Clearance Certificate will be emailed to you upon receipt of your check for fees and all past due assessments have been paid in full.

Your cooperation is greatly appreciated. Should you require further information you may call our Association at the above phone number and leave a message. Your call will be returned as quickly as possible.

Sincerely yours,

Hypoluxo West POA Board of Directors

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TITLE CLEARANCE INFORMATION REQUIRED

*The fees due the Association must be submitted with this completed form for individuals requesting a Certificate of Title Clearance. All assessments and liens must be paid in full before an Estoppel will be issued.*

Name of Owner or Owners

Phone #

Address of Property

Owner’s email address

**Complete this section if property is being sold**

Name of Buyer (if property is being sold)

Buyer’s email address(s)

Phone #(s)

Closing date

Off-site Address of buyer (if property is to be rented)

Is this a RENTAL property: Yes or No

Name, Phone, and Email of Tenants