

Preferred Community Management, Inc.
P.O. Box 4129 Winter Park, FL 32793-4129
407-681-0394 fax 407-681-0395 www.pcmhoaf.com

Estoppel Certificate Request Procedures & Transfer of Ownership Applicable Fees

Owners, Agents, Title Companies, Law Firms and other applicable parties:

Please be advised there is a prepaid Estoppel Fee of \$250.00 at the time of request payable by check, money order or cashier's check to:

Preferred Community Management, Inc.
4962 N. Palm Avenue
Winter Park, FL 32792

Please visit www.pcmhoaf.com for additional information and estoppel fee payment options via PayPal. Please note with PayPal option the \$15.00 service fees are none refundable.

An **additional prepaid \$100.00 fee is applicable** for an expedited estoppel or “rush” request to be delivered within 3 business days after a request. An additional \$150.00 fee is applicable at closing if there is a delinquent amount owed.

A **\$100.00 Transfer Fee** is due at the time of closing along with a copy of the Warranty Deed or other supporting documents.

An additional \$100.00 Transfer Fee may be applicable at the time of closing if a transfer of ownership has occurred unbeknownst to the association/management and the account requires updating. Please provide proper documentation (i.e. CT or WD) for processing, if applicable.

All **Transfer Fees/Delinquency fees**, if applicable at closing, are made payable to:

Preferred Community Management, Inc.

Any past due assessments/late fees at time of closing are payable to the Association when applicable.

Estoppel Certificate requests with accompanying fee of \$250.00 received during regular business hours will be processed within 10 business days.

Thank you and we look forward to assisting you in your needs.