



ESTOPPEL REFERENCE GUIDE

Neighborhood Community Management, LLC. administers its Estoppel processes and fees as allowed per F.S. 720.30851. Please review the following procedures and submit accordingly.

PLEASE NOTE: Submit all Neighborhoodly estoppel requests online at www.estoppels.com. This online service allows for the estoppel fees to be remitted immediately via credit/debit card for an online payment processing fee (if applicable). It also provides for online tracking, greater convenience, more efficient processing and an improved reporting format. Contact us if you have no online access.

*Requestors **MUST** provide all the following information within the request, no exceptions:

1. **Closing Date** – Must provide closing date in advance. Estoppel requests should only be made within 30 days of the closing date, to ensure Certificate validity throughout closing.
2. **Recipient Email Address** – Must provide email address for Certificate distribution.
3. **Unit Property Address** – Must provide local property address of unit in question.
4. **Requested Response Time** – Must specify response time as one (1) of the following:
 1. **STANDARD (\$250)** – Within ten (10) business days.
 2. **RUSH (\$350)** – Within three (3) business days.
5. **Potential Additional Fees** – Depending on owner account status and/or special requests.
 1. Delinquent Owner Account – ADD \$150 **NOTE: Please contact us in advance to determine if owner account is in delinquent status.**
 2. Lender Questionnaire/Custom Form Completion – ADD \$200
6. **Advance Payment** – Estoppel fees can be paid online via credit/debit card when submitting the request at www.estoppels.com. An online payment processing fee may be billed to the requestor (if applicable). Alternatively, to avoid a payment processing fee, advance payment can also be submitted via title company check, cashier's check, money order, or cash, **payable to Neighborhoodly Community Management, LLC**. Payment **MUST** represent ALL applicable estoppel fees as indicated in items 4 & 5 above. Personal checks are NOT accepted.

Submission Instructions and Other Information:

- Mail payment to: Neighborhoodly Mgt, 1971 W. Lumsden Rd Suite #336, Brandon FL 33511
- Certificates distributed via EMAIL ONLY using email provided. NO faxes.
- Certificates are only good for 30 days from issue, interim updates will NOT be provided.
- Estoppel status inquiries will be disregarded if chosen timeline has not expired.
- Checks and money orders will be deposited upon confirmation of successful closing OR between 30-45 days AFTER the closing date specified on request, whichever occurs first.

Neighborhoodly Community Management, LLC.
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Internet: www.NeighborhoodlyMgt.com