



**Fairways Royale Association, Inc.**  
950 NE 14 Avenue, Hallandale Beach, FL 33009  
954-458-0129 [manager@fairwaysroyaleassn.com](mailto:manager@fairwaysroyaleassn.com)  
[www.fairwaysroyaleassn.com](http://www.fairwaysroyaleassn.com)

## PROCEDURE FOR REQUESTING ESTOPPELS, CONDO QUESTIONNAIRES AND COMMUNITY DOCUMENTS

### Estoppels & Questionnaires

**Estoppel:** An estoppel letter is a legal document provided by the seller's Condominium Owner's Association, outlining the current owner's financial standing, past due balances, current fees due and lists all future special assessments due. Each letter has a "good through" date, 30 days from date of the completed estoppel letter. **This letter is required for certificate of purchase approval.**

The request for Estoppel must include the following information:

1. Requestor's Name, Number, Email Address and Law Firm
2. Closing Attorney's Name, Number, Fax and Email Address
3. Name of Association and Address
4. Seller's Name, Number, Address and Email address
5. Closing Date

#### Fees and Turnaround Time for Estoppels:

- **Regular (10 business days from date of receipt of payment).** Cost is **\$250.00** each, if there is a delinquent balance it's **\$350.00**.
- **Rush (3 business days from date of receipt of payment).** Cost is \$350.00 each, if there is a delinquent balance, it's **\$450.00**.

**Questionnaire:** A condo questionnaire is a document that assists lenders with assessing the health and financial status of the association and is provided by the lender.

#### Fees and Turnaround Time for Questionnaires:

- Regular (10 business days from date of receipt of payment). **Cost is \$150.00 each**

Please allow a minimum of 10 business days to complete request if rush option is not chosen. The request will be completed after the form and fee are received at the address below.

**Payment type: Cashier's Check or money order must be made payable to Fairway's Royale Association Inc.**

Please allow a minimum of 10 business days to complete request if rush option is not chosen. The request will be completed after the form and fee are received at the address below. Form must also be emailed to [manager@fairwaysroyaleassn.com](mailto:manager@fairwaysroyaleassn.com).

#### Send estoppel and questionnaire requests to:

Fairways Royale Association, Inc.  
950 NE 14 Avenue  
Hallandale Beach, FL 33009

#### **Send post-closing payments and documents to:**

Fairways Royale Association, Inc.  
950 NE 14 Avenue  
Hallandale Beach, FL 33009

### Community Documents

**Community Docs:** The community documents contain the declaration, bylaws and rules and regulations that govern the community association. **Cost is \$100.00**

**Payment type: Check or money order must be made payable to Fairways Royale Association, Inc.**

The request will be completed after the form and fee(s) are received at the address below.

Fairways Royale Association, Inc.  
950 NE 14 Avenue  
Hallandale, FL 33009