



## **ESTOPPEL DEPARTMENT**

**When requesting an Estoppel, Pud, Questionnaire or Refinancing please follow the instruction below:**

- Please ensure that when requesting information, the following are with your documents:
  - A. Owner/Seller(s) Name: \_\_\_\_\_
  - B. Purchaser/Buyer(s) Name: \_\_\_\_\_
  - C. Property Address: \_\_\_\_\_
  - D. Association Name: \_\_\_\_\_
  - E. Email (Required): \_\_\_\_\_
- Please direct all request to Caribbean Property Management, Inc. Estoppels Department c/o Caribbean Property Management, Inc., 12301 S.W. 132<sup>nd</sup> Court, Miami, FL 33186, attention estoppel department.
  - A processing fee of \$299.00 for a 10-business day turn around or a RUSH fee of \$418.00 for a 3-business day turnaround.
  - IF THE ACCOUNT IS IN LEGAL COLLECTION AN ADDITIONAL \$179.00 WILL BE REQUIRED.
- A pre-paid self-address envelope is required to receive original Estoppels. If one is not provided, you will only receive it via email of the Estoppel.
- **WE DO NOT WORK WITH FAX COPIES. IN ORDER TO COMPLETE YOUR REQUEST AN ORIGINAL REQUEST FORM MUST BE COMPLETED AND MONEY ORDER/CASHIER CHECK MUST BE ATTACHED MADE PAYABLE TO CARIBBEAN PROPERTY MANAGEMENT, INC. OR SEND WRITTEN REQUEST TO [SCREENINGCPM@CARIBBEANPROPERTY.CC](mailto:SCREENINGCPM@CARIBBEANPROPERTY.CC)**
- WEEKEND AND HOLIDAYS ARE EXCLUDED.
- Communities requiring association Board of Directors approval and/or interview will take longer to process.
- The processing fee is the same for any transaction Sales, Pud, Questionnaire or Refinancing.
- To update all Estoppel information please email back the original we sent you to [screeningcpm@caribbeanproperty.cc](mailto:screeningcpm@caribbeanproperty.cc) . This will be updated within 48 hours turn around.

**ACCEPTABLE FORMS OF PAYMENT: CREDIT CARD, DEBIT CARD, MONEY ORDER OR CASHIER CHECK.**

Thank you for your cooperation and if you have any further questions, please do not hesitate to call our office at (305)251-3848.

ESTOPPEL DEPARTMENT  
CARIBBEAN PROPERTY MANAGEMENT, INC.

**\*\*\*There will be a 10% processing fee per transaction applied to credit card & debit card payments\*\*\***