

SHARMA & ASSOCIATES, INC.

3363 W. Commercial Blvd., Suite 105, Ft. Lauderdale, FL 33309 Office (954) 284-3080 Fax (954) 284-3081
General Accounting ~ Tax Preparation ~ Condo/HOA Accounting ~ Financial Management

*****Please note we have moved effective 7/13/20 – new mailing address included below*****

ESTOPPEL CERTIFICATE REQUEST INSTRUCTIONS

All requests for estoppel certificates must be made to:

Sharma & Associates, Inc.
3363 W. Commercial Blvd,
Suite 105
Ft. Lauderdale, FL. 33309
TEL: 954-284-3080 / FAX: 954-284-3081

All estoppel requests must contain the following information:

1. Association Name & Unit Number
2. Requesting Company Name, Contact person, telephone number & Email address

All estoppel requests must include payment as follows [as per change Florida Statutes effective July 1, 2017]:

1. The standard estoppel fee shall be the amount of \$250 for return service within 10 business days. *[if payment by credit card please add \$10 for cc processing fee]*
2. If the estoppel is requested to be delivered in a rush (i.e. within 3 business days after the request and payment are received), an additional fee of \$100 will be applied.
3. If the unit in question is in collections, the estoppel fee due to Sharma & Associates is reduced to \$150.00, as the requesting party will need to submit a separate request to get the payoff amount directly from the Association's attorney/collections agent, which will incur an additional fee payable directly to them.

Please note the following:

1. PAYMENT BY CHECK: mail request and payment to: Sharma & Associates, Inc.,
3363 W. Commercial Blvd, Suite 105, Ft. Lauderdale, FL 33309.
2. **PAYMENT WITH CREDIT CARD: Visa, Mastercard or Discover are accepted – add \$10.00** for credit card processing fee and return completed credit card authorization form.
 - a. Credit card requests may be faxed to 954-284-3081.

Your request is considered submitted and will be completed only after both the request AND payment are received.