**ESTOPPEL Request**

All Estoppel requests are payable by check to PARK AT WOLF BRANCH OAKS HOA, Inc., please see fee schedule below.

Date of Request: Click or tap to enter a date.

Title Company Name: Click or tap here to enter text.

Title Company Address: Click or tap here to enter text.

Title Company Phone #: Click or tap here to enter text. Fax#: Click or tap here to enter text.

Contact Name: Click or tap here to enter text. Email: Click or tap here to enter text.

*Property Information*

Owner/Seller Name: Click or tap here to enter text.

Buyer(s) Name: Click or tap here to enter text.

Buyer(s) Phone Number: Click or tap here to enter text. Buyer(s) Email Address: Click or tap here to enter text.

Property Address: Click or tap here to enter text.

Lot#: Click or tap here to enter text. Closing Date: Click or tap to enter a date.  
  
Please mail a completed form and check to: Park at Wolf Branch Oaks Homeowners Association, Inc. P.O. Box 981, Sorrento FL 32776-0981. **A COPY OF THE WARRANTY DEED MUST BE SENT TO THE HOA UPON CLOSING COMPLETION.**

*This Section to be completed by HOA Treasurer or Board Officer*

Current Annual HOA Fee: **$618.00**

HOA Dues are collected annually in January each year, invoices for assessments are sent out in December and the assessment is subject to change year to year. Dues are considered past due if collected after January 31. A Late charge of 18% will be charged on outstanding balances for accounts that are past due monthly.

Last Payment made: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Account Paid in Full? YES \_\_\_\_\_ NO\_\_\_\_\_\_

Outstanding Account Balance: $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current or Pending Special Assessments? No \_\_\_ YES\_\_\_

If yes, the current or pending special assessment is $ \_\_\_\_\_\_\_\_\_\_\_ which is for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Outstanding ACC Violations on property? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Seller‘s Park At Wolf Branch Oaks Water Bill administered by RCM must be paid prior to closing   
 (contact Karen Eckles at 352-561-2990, ext. 102) Balance $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The undersigned hereby certifies that the information provided herein is true and correct according to the records of the association, and there are no further outstanding fees. This information is good thru 30 days of below date.

*Treasurer or Board Officer Name Signature Date*

# Estoppel Fee Schedule

|  |  |
| --- | --- |
| Request Type | Fee |
| Standard Request (within 10 Business Days of receipt) | **$250.00** per lot *(If, on the date the certificate is issued, no delinquent amounts are owed to the association for the applicable lot/parcel.)* |
| Expedited Request (within 3 Business Days) | **Standard Request Fee, plus $100.00** |
| Delinquent Lot / Parcel | If a member has a delinquent amount pending, an additional **$150.00** will be assessed. |

*\*\*Fee Schedule is based on* [*Florida Statute 720.30851*](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0700-0799/0720/0720.html)

**Please send Voting Certificate within 10 business days of Closing**

**VOTING CERTIFICATE**

To the Secretary of **Park at Wolf Branch Oaks Homeowners’ Association, Inc.** (the “Association”)

THIS IS TO CERTIFY that the undersigned, constituting all of the record owners of Click or tap here to enter text. (please insert the physical address of Lot) in **Park at Wolf Branch Oaks** have designated:

Click or tap here to enter text.

(Print Name of Voting Member)

as their representative, to cast all votes and to express all approvals that such owners may be entitled to cast or express at all meetings of the membership of the Association and for all other purposes provided by the Declaration, the Articles and Bylaws of the Association.

The following examples illustrate the proper use of this Certificate:

(i) Unit owned by John Doe and his brother, Jim Doe. Voting Certificate IS required designating either John or Jim as the Voting Representative (NOT A THIRD PERSON).

(ii) Unit owned by Overseas, Inc., a corporation. Voting Certificate MUST be filed designating an officer or employee entitled to vote, signed by the President of Corporation.

(iii) Unit owned by one (1) Owner, John Jones. Voting Certificate IS required designating that there is only one Sole Owner.

(iv) Unit owned by Bill and Mary Rose, husband and wife.  Voting Certificate IS required designating either Bill or Mary as the Voting Representative. NOT A THIRD PERSON.

This Certificate is made pursuant to Article 2, Section 12 of the Bylaws of Park at Wolf Branch Oaks Homeowners’ Association, Inc., and shall revoke all prior Certif­icates and be valid until revoked by a subsequent Certificate.

DATED

OWNER/PRINT & SIGN

OWNER/PRINT & SIGN

OWNER/PRINT & SIGN

(IF A CORPORATION OR OTHER ENTITIY, SIGNATURE IS ON NEXT PAGE)

IF A CORPORATION OR OTHER ENTITY:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF CORPORATION OR OTHER ENTITY

PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTE: This form is not a proxy and should not be used as such. Please be sure to designate one of the joint owners of the Lot as the Voting Member, not a third person.**