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## **ESTOPPEL POLICY**

**When requesting an estoppel letter you must provide us with all of the following:**

1. The name of the Association;
2. The name of the property owners;
3. The street address of the property;
4. A signed authorization from the current owner or a copy of the Sales contract;
5. The name and contact information of the buyers;
6. The name and contact information of the third party requesting the estoppel letter;
7. An e-mail or fax number to send the estoppels to or if we need to call for missing information/docs;
8. A check in the amount of \$250.00; or \$350 for a rush (if estoppel is needed before the 15 BUSINESS day time frame.)
9. Make checks payable to **Sandcastle Property Management.**

PLEASE AVOID CALLING THE ESTOPPEL PERSONNELS TO INQUIRE ABOUT THE STATUS OF THE ESTOPPEL. THIS WILL ONLY DELAY THE WORK TO BE COMPLETED IN A TIMELY MANNER. IF WE ARE MISSING INFORMATION OR FEES WE WILL CONTACT YOU

***\*Please note that request for an updated estoppels follows the same fee schedule and timeline.***