



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 Court, Miami, FL 33186, attention estoppel department.
 - **A processing fee of \$250.00 for a 10- business day turn around or a RUSH fee of \$350.00 for a 3-business day turnaround.**
 - **IF THE ACCOUNT IS IN LEGAL COLLECTION AN ADDITIONAL \$ 150.00 WILL BE REQUIRED.**
- A pre-paid self-address envelope is required to receive original Estoppels. If one is not provided, you will only receive a fax copy 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.**
- 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 fax back the original we sent you to (305) 251-3849. This will be updated within a 48 hour 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) 251-3849.

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CARIBBEAN PROPERTY MANAGEMENT

*- There will be a 10% processing fee per transaction applied to credit & debit cards

