



ESTOPPEL CERTIFICATE REQUEST FORM

Community • Commercial • Residential

Use this form to request an estoppel certificate under Florida Statutes §720.30851. Under the statute, a request may be made by the parcel owner or the owner's designee, or by the parcel mortgagee or the mortgagee's designee. Please complete all applicable fields and email this form to Ninadae.Aziel@SunSplashFL.com. The association has ten (10) business days from receipt of a complete request to issue the certificate.

| **Community Association Manager: Ninadae Aziel, LCAM**

1. REQUESTOR INFORMATION | Required

Requestor name	
Company / firm	
Requestor role	☐ Owner ☐ Buyer ☐ Seller ☐ Title company / closing agent ☐ Lender ☐ Real estate agent ☐ Attorney ☐ Other: _____
Mailing address	
City / State / ZIP	
Phone	
Email (for delivery)	
File / order number (title or lender reference)	

2. PROPERTY & ASSOCIATION INFORMATION | Required

Association name	
Property address	
Parcel ID / legal description	

Unit / lot number	
Parking / garage space no. (if applicable)	
Owner(s) of record (if known)	

3. TRANSACTION DETAILS

Type of transaction	☐ Sale ☐ Refinance ☐ Other: _____
Anticipated closing date	
Buyer name(s) (if sale)	

4. DELIVERY & SERVICE OPTIONS

Preferred delivery method	☐ Email ☐ Hand delivery ☐ Mail
Service level requested	☐ Standard service — statutory 10-business-day turnaround. ☐ Expedited service — 3-business-day turnaround; additional fee applies.

Fees are charged in accordance with Fla. Stat. §720.30851 and the association's current fee schedule (standard preparation fee, expedited fee if requested, and delinquent-account surcharge if applicable). A fee statement will be provided with the completed certificate.

5. PAYMENT INFORMATION

Preferred payment method	☐ Check enclosed ☐ Credit card (instructions provided separately) ☐ ACH / wire ☐ Invoice to closing / title company
Billing name (if different from requestor)	
Billing address	

Security note: Do not include credit card, bank account, or routing numbers on this form. SunSplash will provide separate secure payment instructions once the request is received.

6. REQUESTOR CERTIFICATION & SIGNATURE

By signing below, the requestor certifies that they are the parcel owner or the owner's designee, or the parcel mortgagee or the mortgagee's designee, and are authorized to request this estoppel certificate under Florida Statutes §720.30851. The requestor understands that the certificate will be prepared based on the association's books and records as of the certificate date.

Signature	
Print name	
Date	

FOR SUNSPLASH USE ONLY | Internal processing

Tracking item	Detail
Date request received	
10-business-day deadline	
Assigned to	
Certificate prepared date	
Fee collected	☐ Yes ☐ No Amount: \$
Delivered date / method	

SUNSPLASH MANAGEMENT, LLC
CustomerService@SunSplashFL.com • (850) 977-4366 • 149 W Hwy 98 #352, Port St. Joe, FL 32456