

RICHVIEW PARK HOMEOWNERS ASSOCIATION

ESTOPPEL CERTIFICATE

1. Date of issuance: _____ **THIS ESTOPPEL IS VALID:** _____

(min 12 days)

2. Name(s) of the unit owner(s) as reflected in the books and records of the Association:

3. Unit/Lot designation and address: _____

4. Parking or garage space number, as reflected in the books and records of the Association:

5. Attorney's name and contact information if the account is delinquent and has been turned over to an attorney for collection:

6. Fee for the preparation and delivery of the estoppel certificate. _____

If current on the date of issuance - \$50.00

7. Name of the requestor: _____

Email: _____

Address: _____

8. ASSESSMENT INFORMATION: ALL ASSESSMENTS ARE PAYABLE TO THE

ASSOCIATION:

- a. The regular periodic assessment levied against the Unit/Lot is \$_____per _____.
- b. The regular periodic assessment is paid through _____.
- c. The next installment of the regular periodic assessment is due _____ in the amount of \$_____.
- d. An itemized list of all moneys owned on the date of issuance to the Association by the unit owner for a specific unit.

Is there an assessment owed? Yes _____ No _____
Amount \$_____

Is a special assessment owed? Yes _____ No _____
Amount \$_____

Are there Late Fees owed? Yes _____ No _____
Amount \$_____

Is there Interest owed? Yes _____ No _____
Amount \$_____

Water/Sewer owed/pending? Yes _____ No _____
Amount \$_____

Are there Attorney's fees owed? Yes _____ No _____
Amount \$_____

Is there other money owed? Yes _____ No _____
Amount \$_____

- e. Itemized list of any monies that are scheduled to become due for each day after the date of issuance for the effective period of the estoppel certificate provided. In calculating the amounts that are scheduled to become due, the Association may assume that any delinquent amounts will remain delinquent during the effective 30-day period of the estoppel certificate.

Is there an assessment? Yes _____ No _____
Amount \$_____
Due Date: _____

Is there a special assessment? Yes _____ No _____

Amount \$ _____

Due Date: _____

Is there a water or sewer charge? Yes _____ No _____

Amount \$ _____

Due Date: _____

f. Other fees:

Is there a capital contribution fee? Yes _____ No _____

Is there a resale fee? Yes _____ No _____

Is there a transfer/application fee due? Yes _____ No _____

Amount \$ _____

Is there any other fee due? Yes _____ No _____

Amount \$ _____

Description of Other Fee: _____

g. Is there any open violation of rule/regulation/restriction noticed to the Owner in the Association official records? Yes _____ No _____ If yes, describe:

h. Do the rules and regulations of the Association applicable require approval by the Board of Directors of the Association for the transfer? Yes _____ No _____

If yes, has the board approved the transfer? Yes _____ No _____

i. Is there a right of first refusal provided to the members or the Association? Yes _____ No _____

If yes, have the members or the Association exercised that right of first refusal? Yes _____ No _____

j. Are there other Associations in which the Owner is a member? Yes _____ No _____

k. Provide contact information for all insurance maintained by the Association:

TOTAL OWED TO ASSOCIATION: \$ _____

CERTIFICATION

If this Estoppel Certificate is hand-delivered or sent by email, facsimile or other electronic means, it is effective for thirty (30) days from the date hereof. If this Estoppel Certificate is sent by regular mail, it is effective for thirty-five (35) days from the date hereof.

By signing below, I certify, to the best of my knowledge and belief, the information and statements contained on this form and its attachments (if applicable) are true and correct. The responses provided herein are made in good faith and to the best of my ability as to their accuracy.

Name of Association: Richview Park HOA

Sign: _____ Date: _____

Print: _____
As its duly-authorized agent

INFORMATION FOR CLOSING AGENT

To ensure timely service to the new owner(s), please send the following documents immediately after closing to the Association:

1. Recorded Warranty Deed
2. Check made payable to **XXXXXXXXXXXXXXXXXXXXXXXXX Association, Inc.**
3. All assessments and other amounts due must be paid to the Association prior to, or at the Time of closing. **TOTAL TO BE PAID TO THE ASSOCIATION: \$** _____
4. **ANY BALANCE NOT PAID MAY BECOME THE LEGAL RESPONSIBILITY OF THE NEW OWNER.**

Nothing herein shall constitute the approval of the Association to the underlying transaction which is the subject of this request.

Association contact information:

Phone: _____
Email: _____