

THE STERLING VILLAGES OF PALM BEACH LAKES
CONDOMINIUM ASSOCIATION, INC.

Estoppel Certificate Request

1. All estoppel certificate request must be in writing by fax, email, or mail. Typical turnaround is 7-14 business days from the date The Sterling receives the **estoppel fee**.
2. **There is a \$250.00 fee for the preparation of the estoppel certificate. The fee must be paid in advance. Request requiring a turnaround of 72 hours, an additional \$100 rush service fee will apply.**
3. Estoppel certificates are only valid for 30 days. If your transaction does not close within 30 days from the date on the certificate, you must request a new estoppel.
4. Pursuant to the Fair Debt Collection Practices Act, The Sterling is not permitted to provide an estoppel certificate to anyone other than the Owner of the Unit unless the Owner has executed a third-party authorization form that specifically names those parties that are authorized to receive such information.

Unit Owner(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

Date of Estoppel Request: _____

Reason for Request:

- Sale
- Short Sale
- Purchased at Foreclosure
- Refinance
- Other: _____

Date Needed: _____ Est. Date of Closing: _____

Closing Agent: _____ Phone: _____

Realtor: _____ Phone: _____

Where would like the certificate sent? _____

Requested by: _____

Phone: _____ Email: _____ Fax: _____

The Sterling Management
Attn: Estoppel Requests
1100 Village Blvd.
West Palm Beach, FL 33409

Phone: (561) 471-9292
Fax: (561) 471-6471
admin@thesterlingwpb.com
propmgr@thesterlingwpb.com
www.thesterlingwpb.com

Estoppel Certificate Questionnaire

1. Date of Issuance: _____
2. Name(s) of the unit owner(s) as reflected in the books and records of the association:

3. Unit Designation and address: _____
4. Parking, carport, 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. No fee may be charged for this information.

6. Fee for the preparation and delivery of the estoppel certificate: **\$250.00 must be paid in Advanced. If you require a 72-hour turnaround, an additional \$100 rush service fee will apply.**
7. Name of Requestor: _____

Assessment Information

8. The regular periodic assessment leveled against the unit is \$ _____ per month.
9. The regular periodic assessment is paid through _____.
10. The next installment of the regular periodic assessment is due _____ in the amount of \$ _____.
- I. An itemized list of all assessments, special assessments, and other moneys owed on the date of issuance to the association by the unit owner for the specific unit is provided.
- II. An itemized list of any additional assessments, special assessments, and other moneys that are scheduled to become due for each day after the day of issuance for the effective period of the estoppel certificate is provided. In calculating amounts that are scheduled to become due, the association may assume that any delinquent amounts will remain delinquent during the effective period of the estoppel certificate.

Other Information (Required):

11. Is there a capital contribution fee, resale fee, transfer fee, or other fee due? (Yes) or (No). If yes, specify the type and the amount fee. _____
12. Is there any open violation of rule or regulation noticed to the unit owner in the association official records? (Yes) or (No)
13. Do the rules and regulations of the association applicable to the unit require approval by the board of directors of the association for the transfer of the unit? (Yes) or (No) If yes, has the board approved the transfer of the unit? (Yes) or (No).
14. Is there a first right of refusal provided to the members of the association? (Yes) or (No). If yes, have the members of the association exercised that right of first refusal? (Yes) or (No).
15. Provide a list of, and contact information for, all other associations of which the unit is a member. **Villages Master POA, 561.689.5088 – SEPARATE ESTOPPEL REQUIRED.**
16. Provide contact information for all insurance maintained by the association. **CIA Insurance, 954.778.0538**
17. Provide the signature of an officer or authorized agent of the association, and contact information. _____

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CONDOMINIUM ASSOCIATION, INC.**

Third-Party Authorization Form

Unit Owner(s): _____

Property Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

I/We hereby authorize the person(s) named below to request and receive balance and payoff information regarding my account for assessments on the above-referenced property. I acknowledge and agree that, in accordance with Section 718.116(8), Florida Statutes (2011), I may be responsible for any fees assessed as a result of an estoppel certificate request in the event that the closing does not occur. This authorization does not expire until revoked by me.

Authorized Parties:

Name: _____

Relationship to Owner: _____

Phone: _____

Name: _____

Relationship to Owner: _____

Phone: _____

Owner Signature: _____ Owner Signature: _____

Print Name: _____ Print Name: _____

adf

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FREQUENTLY ASKED QUESTIONS AND ANSWERS SHEET

The Sterling Villages of Paalm Beach Lakes

As of 2/8/2018

Name of Condominium Association

Q: What are my voting rights in the condominium association?

A:

The owner(s) of each Condo unit shall be entitles to one (1) vote

Q: What restrictions exist in the condominium documents on my right to use my unit?

A:

Condo Rules and Regulation are available on website : Thesterlingwpb.com

Q: What restrictions exist in the condominium document on the leasing of my unit?

A:

No lease agreement less than six months, twice yealy. Board approval required

Q: How much are my assessments to the condominium association for my unit type and when are they due?

A:

Monthly assessment due on the 1st, based on square footage of unit. Apx 260 to 620

Q: Do I have to be a member in any other association? If so, what is the name of the association and what are my voting rights in this association? Also, how much are my assessments?

A:

Village Master POA 561-689-5088

Q: Am I required to pay rent or land use fees for recreational or other commonly used facilities? If so, how much am I obligated to pay annually?

A:

No

Q: Is the condominium association or other mandatory membership association involved in any court cases in which it may face liability in excess of \$100,000? If so, identify each such case.

A:

Villages VS Sterling

Note: THE STATEMENTS CONTAINED HEREIN ARE ONLY SUMMARY IN NATURE. A PROSPECTIVE PURCHASER SHOULD REFER TO ALL REFERENCES, EXHIBITS HERETO, THE SALES CONTRACT, AND THE CONDOMINIUM DOCUMENTS.