

# ENUMERATE

Making community management easier.

3363 W. Commercial Blvd, Suite 105 Ft. Lauderdale, FL 33309  
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Accounting ~ Condominium Accounting ~ Financial Management ~ Consulting

## ESTOPPEL CERTIFICATE REQUEST INSTRUCTIONS

### All requests for estoppel certificates must be made to:

Enumerate Financial Services  
3363 W. Commercial Blvd, Suite 105  
Ft. Lauderdale, FL. 33309

TEL: 954-284-3080 / FAX: 954-284-3081

[estoppels@goenumerate.com](mailto:estoppels@goenumerate.com)

### All estoppel requests must contain the following information:

1. Association Name & Unit Number
2. Requesting Company Name, Contact person, telephone number & Email address

### All estoppel requests must include payment as follows [as per change Florida Statutes effective July 1, 2017]:

1. The standard estoppel fee shall be the amount of \$299.00 for return service within 10 business days. [if payment by credit card please add \$10 for cc processing fee]
2. If the estoppel is requested to be delivered in a rush (i.e. within 3 business days after the request and payment are received), an additional fee of \$100 will be applied.
3. If the unit in question is in collections, the estoppel fee due to Enumerate is reduced to \$199.00, as the requesting party will need to submit a separate request to get the payoff amount directly from the Association's attorney/collections agent, which will incur an additional fee payable directly to them.

### Please note the following:

1. PAYMENT BY CHECK: mail request and payment to: Enumerate

3363 W. Commercial Blvd, Suite 105, Ft. Lauderdale, FL 33309.

**2. PAYMENT WITH CREDIT CARD: Visa, Mastercard or Discover are accepted – add \$10.00** for credit card processing fee and return completed credit card authorization form.

- a. Credit card requests should be email to [estoppels@goenumerate.com](mailto:estoppels@goenumerate.com)

**Your request is considered submitted and will be completed only after both the request AND payment are received.**