

# SHARMA & ASSOCIATES, INC.

3363 W. Commercial Blvd., Suite 105, Ft. Lauderdale, FL 33309    Office (954) 284-3080    Fax (954) 284-3081  
General Accounting ~ Tax Preparation ~ Condo/HOA Accounting ~ Financial Management

**\*\*\*Please note we have moved effective 7/13/20 – new mailing address included below\*\*\***

## ESTOPPEL CERTIFICATE REQUEST INSTRUCTIONS

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

Sharma & Associates, Inc.  
3363 W. Commercial Blvd,  
Suite 105  
Ft. Lauderdale, FL. 33309  
TEL: 954-284-3080 / FAX: 954-284-3081

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

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

### 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 \$250 for return service within 10 days. [if payment by credit card please add \$10 for cc processing fee]
2. If the unit in question is in collections, the estoppel fee due to Sharma & Associates is reduced to \$150.00, 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: Sharma & Associates, Inc.,  
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 may be faxed to 954-284-3081.

**Your request is considered received and will be completed only after the payment is collected.**