



ESTOPPEL REFERENCE GUIDE

Effective August 1, 2017 - Revised February 15, 2018

In keeping with the recent changes to Florida Statute 720.30851, effective July 1, 2017, McNeil Management Services, Inc. adjusted its estoppel processes and fees as shown below. Please take a moment to review the following Estoppel procedures and submit Estoppel Requests accordingly. The information provided within this document is common for all McNeil Management client associations.

Estoppel Requests **MUST INCLUDE ALL** of the Following Required Items (***** NO EXCEPTIONS *****):

1. **Closing Date** – Must provide closing date in advance. Estoppel requests should only be made within 30 days of the closing date, to ensure certificate validity throughout closing.
2. **Recipient Email Address** – Must specify requestor's email address for distribution of Certificate.
3. **Unit Property Address** – Must indicate local property address of unit in question.
4. **Requested Response Time** – Must specify requested response as one (1) of the following:
 - a. **STANDARD (\$250)** – Within ten (10) business days.
 - b. **RUSH (\$350)** – Within three (3) business days.
5. **Potential Additional Fees** – Depending on owner account status and/or special requests.
 - a. Delinquent Owner Account – ADD \$150
NOTE: Please call or email to confirm whether or not owner account is in delinquent status.
 - b. Custom Form/Questionnaire Completion – ADD \$100
6. **Advance Payment** – Check OR money order **payable to McNeil Management Services, Inc.**, representing ALL applicable fees as indicated in items 4 & 5 above. We no longer accept personal checks from the seller.

Submission Instructions and Other Information:

- Failure to provide **ALL required items** as listed above will void your request.
- **Before submitting your request**, please contact us to confirm owner account status in relation to item 5(a) above.
- Remit payment(s) via one (1) of the following addresses, depending on desired delivery method:
 - **USPS Non-Certified Regular Mail (ONLY)**: McNeil Management, P.O. Box 6235, Brandon, FL 33508-6004
 - **ALL Other Methods**: **McNeil Management, 1463 Oakfield Dr., Suite 142, Brandon, FL 33511**
- Certificates distributed via **EMAIL ONLY** using email provided, to ensure timely delivery to requestor. NO faxes.
- Certificates are **ONLY** good for 30 days from issue date, interim updates will **NOT** be provided.
- Status inquiries submitted before expiration of "Requested Response Time" will be disregarded.
- Payments will be deposited upon confirmation of successful closing OR between 30-45 days **AFTER** the closing date specified on request, whichever occurs first.

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