



ESTOPPEL REFERENCE GUIDE

Revised June 2, 2020

In keeping with F.S. 720.30851, McNeil Management Services, Inc. administers its Estoppel processes and fees as shown below. Please review the following procedures and submit your requests accordingly. The information provided within this document is common for all McNeil Management client associations.

PLEASE NOTE: ALL estoppel requests directed to McNeil Management should be submitted online at www.estoppels.com. This online service allows for the estoppel fees to be remitted immediately via credit/debit card for an online payment processing fee (if applicable). It also provides for online tracking, greater convenience, more efficient processing and an improved reporting format. If you do not have online access, please contact our office for alternate procedures.

Requestors **MUST BE PREPARED TO PROVIDE ALL** of the following 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 provide requestor's email address for distribution of Certificate.
3. **Unit Property Address** – Must provide local property address of unit in question.
4. **Requested Response Time** – Must specify requested response time 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 contact us in advance to determine if owner account is in delinquent status.
 - b. Lender Questionnaire/Custom Form Completion – ADD \$200
6. **Advance Payment** – Estoppel fees can be paid online via credit/debit card when submitting the request at www.estoppels.com. An online payment processing fee may be billed to the requestor (if applicable). Alternatively, to avoid a payment processing fee, advance payment can also be submitted via title company check, cashier's check, money order, or cash, **payable to McNeil Management Services, Inc.** Payment **MUST** represent ALL applicable estoppel fees as indicated in items 4 & 5 above. Personal checks are NOT accepted.

Submission Instructions and Other Information:

- ALL requests should be submitted online via www.estoppels.com. Contact us if you have no online access.
- **Before submitting your request**, please contact us to confirm owner account status in relation to item 5(a) above.
- Remit **manual 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.
- Checks and money orders will be deposited upon confirmation of successful closing **OR** between 30-45 days **AFTER** the closing date specified on request, whichever occurs first.

McNeil Management Services, Inc.
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