



## Westminster Community Association, Inc. Estoppel Request Form

Estoppel requests may be made via mail or e-mail: [info@coastalassociation.biz](mailto:info@coastalassociation.biz)

Coastal Association Services, LLC.  
Estoppel Requests  
1314 Cape Coral Pkwy East, Suite 205  
Cape Coral, FL 33904

Please provide the following information when making Estoppel Requests:

Address of property (and unit number if applicable): \_\_\_\_\_

Date of scheduled closing: \_\_\_\_\_

Current owners name: \_\_\_\_\_

Email address to return Completed Form(s): \_\_\_\_\_

Our company requires a preparation fee for your Estoppel Request(s) to be pre-paid prior to the completion of the form(s). **Requests for an Estoppel are not considered received until we are in receipt of the fee(s) required for these services AND we receive a copy of the Executed Sales Contract and attached, completed Notice of Sale form.**

**Fee structure and corresponding request below:**

- Standard Estoppel Requests (10 Business Days): \$299 ea. \*
- RUSH** Estoppel Requests (1-3 Business Days): \$418 ea. \*

\*If account is delinquent, an additional \$179 will be charged for the Estoppel Certificate

Your request must contain a check (Business, Cashier's or Money order. No personal checks accepted) made payable to Coastal Association Services, LLC. for the appropriate amount as indicated above and mailed or hand delivered to **1314 Cape Coral Pkwy East, Suite 205, Cape Coral, FL 33904**

**Please indicate in the memo portion of the check: Estoppel Request, Association Name and Address**

Please note once all of the information is received, we will email the completed Estoppel to the email address provided.





## Westminster Community Association, Inc.

c/o Coastal Association Services, LLC.

1314 Cape Coral Pkwy East, Suite 205 Cape Coral, Florida 33904

T: 239-689-3080 // F: 1-844-273-1058 // Email: info@coastalassociation.biz

### Notice of Sale/Purchase

This notice of Sale and a fully executed copy of the Purchase Contract must accompany this form and any other supporting documents be sent to Coastal Association Services as noted above. Please note:

- Property modifications require Board Approval
- Leasing of property requires Application and Board Approval

**This notice to the Association is for the Sale of (print complete Property Address below):**

Property Address: \_\_\_\_\_

#### THIS SECTION TO BE COMPLETED BY PURCHASER,

I (we) have read and understand and will be bound by the Governing Documents of the above Association including those applicable to both the residence and common property. I (we) understand that any violation of the terms, provisions, conditions and covenants of the Association Documents or Rules and Regulations provides cause for immediate action as therein provided, or termination of the leasehold under appropriate circumstances.

Purchaser (1) Print Name

Purchaser (2) Print Name

\_\_\_\_\_

\_\_\_\_\_

Purchaser (1) Signature and Date

Purchaser (2) Signature and Date

\_\_\_\_\_

\_\_\_\_\_

Phone number: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Will this property be a:     Permanent residence     Seasonal residence     Investment property

**Preferred mailing address for Association records:**

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**Vehicle Information:**

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Tag# \_\_\_\_\_ State \_\_\_\_\_

