

**Village Park Association  
428 Village Cir SW  
Winter Haven, FL 33880**

Date:

To: *[Title Company Name]*

This letter is to inform you that we charge for the filling out and the return of estoppel requests. Our fee is \$250.00. If this request is required on an urgent basis (less than 4 days), there will be an additional \$100.00 charge.

Please inform the buyers to obtain a copy of Village Park Association By-Laws and Restrictions, which can be downloaded from our website home page [www.villageparkassociation.com](http://www.villageparkassociation.com). We also need an Age Verification, Resident Information and Disclosure Summary form filled out and returned to Village Park Association. These forms are also available from our website.

Kind regards,  
Village Park Association, Inc.  
HOA Treasurer

enclosure

## **Estoppel Explanation**

**Village Park Association, Inc. is obligated by statute to provide an “estoppel certificate” within 10 working days of receipt of a written request. The word “estoppel” is a legalese term meaning that one is “estopped,” or legally precluded from taking a different position in a matter.**

**Estoppel letters are normally requested by title insurance companies when a unit is closing to ensure that all assessments are paid up and to prorate assessment contributions between a buyer and seller just like what is done with taxes. If the title company does not verify the amount of assessments that may be due, the new owner becomes liable for all past due assessments and could then make a claim against the title insurance company for contribution.**

**So, when the association represents that a certain amount of money is due for a unit, the title company and the closing agent rely on that number in calculating the closing adjustments and issuing title insurance. In other words, when the association responds that a certain amount is due, it is “estopped” from later claiming some other amount is due, because the parties have relied upon the numbers provided. That is why it is important to be very careful in preparation of these documents, which under current law, also require the provision of additional information not related to assessments.**