



ESTOPPEL REFERENCE GUIDE

Revised July 2022

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 agent/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 (\$299)** – Within ten (10) business days.
 - b. **RUSH (\$418)** – Within three (3) business days.
5. **Potential Additional Fees** – Depending on homeowner account status and/or special requests.
 - a. Delinquent Owner Account – ADD \$179
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 by SELLER ONLY** – **Effective immediately, estoppel fees MUST BE PAID BY THE SELLER!!!** Estoppel fees can be paid by the seller online via credit/debit card when submitting the request at www.estoppels.com. An online payment processing fee may be billed (if applicable). Alternatively, to avoid a payment processing fee, advance payment can also be submitted by the seller via cashier's check, money order, or cash, **payable to McNeil Management Services, Inc. Payment MUST come from SELLER and MUST represent ALL applicable estoppel fees as indicated in items 4 & 5 above. Personal checks will NOT be accepted. Title company payments will no longer be 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.

McNeil Management Services, Inc.
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