

Estoppel Requirements

Effective January 1st, 2012, when requesting an Estoppel, we only require you to provide:

- A. Payment in full. Your payment must be made payable to Miami Management, Inc. in one of the following forms:
 - a. Cashier's check
 - b. Money Order
 - c. Corporate Check
- B. Current owner's name
- C. Prospective buyer's name
- D. Property address
- E. Association name
- F. Copy of **Recorded Certificate of Title** if the property has been foreclosed upon.
- G. Your request must be provided to us in writing, on the closing agent's letterhead, and must include the company contact information (phone number, fax number, address, e-mail, etc.).
- H. Please be sure to include the **e-mail address** of where you want the Estoppel(s) sent to.

Please use the following as guidelines when requesting an Estoppel:

1. Mail (courier or overnight) to:
 - MMI Estoppel Department
 - C/O Ivonne Garcia or Claudia Pumbo
 - 14275 SW 142nd Avenue
 - Miami, FL 33186
2. If you require an original document, you must include a self-addressed stamped envelope; otherwise, you will only receive the document via e-mail.
3. If the property has more than one account with MMI, only one request and fee is required.

Turn Around	Fee	Note(s)
5 days	\$250.00	
48 hours "RUSH"	\$300.00	a. Request must be received before 12:00 PM (noon) b. If a property inspection is required, this service is not applicable.

Weekend and holidays are excluded in the turnaround time

Updates:

1. Please e-mail the Estoppel to CPumbo@miamimangement.com or IGarcia@miamimangement.com.
2. One update within a 30-day period is free of charge, no exceptions.
3. Subsequent updates within those 30 days are \$50.00 each.
4. Updates 31-60 days after original issue date are \$75.00.
5. After 60 days, an original Estoppel must be requested.

Walk-In Requests and PUD Questionnaires

1. All walk-ins must complete an Estoppel request form which will be provided by the receptionist.
2. PUD questionnaires must be submitted to the Property Manager, not the Estoppel department.

Thank you,

Ivonne Garcia
Claudia Pumbo

