

# Captain's Cove Homeowners Association, Inc.

A Deed Restricted Community

## ESTOPPEL REQUEST INSTRUCTIONS

Captain's Cove Homeowner Association **ONLY** responds to or acts upon a request from a Title Company or Law Firm.

Step 1: Download necessary document(s) from our website [www.cchoafl.com](http://www.cchoafl.com)  
ESTOPPEL APPLICATION Complete the entire form accurately. Please note:

- (a) The seller may be a trust, we need the full name of the trust and its trustees.
- (b) Sellers address as listed on the Lee County Property Appraiser website [www.leepa.org/propertysearch.aspx](http://www.leepa.org/propertysearch.aspx) It may not be the property being sold, i.e, a trust, corporation or individual may own many properties.
- (c) Buyer, Buyers (a) & (b) above applies to Buyer(s) as well. The property being sold is not the address of the Buyer(s) until the property is closed. The Buyer(s) domicile, unless the Buyer is a tenant and has declared this property as the Buyer(s) domicile. If so please indicate.

Step 2: Download necessary document(s) form our website [www.cchoafl.com](http://www.cchoafl.com)  
ACKNOWLEDGEMENT and QUESTIONAIRE. . Complete the entire form accurately. Please note:

- (a) This form **MUST BE NOTARIZED**
- (b) The Buyer(s) must be given copies Of Captain's Cove Homeowner Association. Inc's Deed of Restrictions, Bylaw Articles of Incorporation and other recorded documents. These documents can be found and downloaded from our website [www.cchoafl.com](http://www.cchoafl.com)

Step 3: Payments

- (a) An Estoppel Fee of \$\_\_\_\_\_ is required to be paid in advance. A check from a Title Escrow Account is preferable, bank checks, certified check or money orders. Other types of checks may delay the issuance of the Estoppel.
- (b) Send the Estoppel payment of \$\_\_\_\_\_, the Estoppel request and the notarized and completed Acknowledgement and Questionnaire to Captain's Cove Homeowners Association, Inc. P.O.Box 23, Bokeelia, Florida 33922