

# Estoppel Request Instructions

## Suntar Management

For: **Shell Rock Villas Community Association, Inc.**

Thank you for your estoppel request. Please review the following instructions to ensure timely processing.

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## 1. Estoppel Fee

- **Standard Estoppel Fee: \$200**
  - **Emergency / Rush Fee (24–48 hour processing): Additional \$100**  
*Total for emergency rush service: \$300*
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## 2. Payment Terms

Payment for the estoppel certificate is **due at closing** and must be collected by the closing/title company. The closing agent collects the fee.

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## 3. Payment Remittance

All estoppel fees must be paid to: **Suntar Management**

### Mailing address:

**Shell Rock Villas Community Association, Inc.**

**PO Box 514**

**Lutz, FL 33548**

Please include the **property address** in the memo line or reference field.

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## 4. Submission of Estoppel Requests

Email all estoppel requests to:

✉ [suntarmanagement@gmail.com](mailto:suntarmanagement@gmail.com)