

HOA Estoppel Letter Template

[Name of Homeowners Association]

[Address]

[City, State, ZIP Code]

Phone: [Phone Number] **Email:** [Email Address]

Date: [MM/DD/YYYY]

HOA Estoppel Letter

To:

[Name of Buyer / Title Company / Closing Agent]

[Address]

[City, State, ZIP Code]

Re: Estoppel Certificate for Property Located at **[Property Address]**

Owner: [Current Owner's Full Name]

Lot / Unit Number: [Lot or Unit No.]

Community Name: [Name of HOA / Subdivision]

Dear [Recipient's Name],

This letter serves as an official **Estoppel Certificate** issued by **[Name of HOA]** regarding the financial and compliance status of the property referenced above.

As of **[Date]**, the following information is true and accurate to the best of our knowledge:

1. Account Information

- Regular Assessment Amount: **[\$[Amount]]** (Monthly / Quarterly / Annually)
- Next Assessment Due Date: **[Date]**
- Current Balance Due: **[\$[Amount]]**
- Late Fees: **[\$[Amount]]**
- Special Assessments (if any): **[\$[Amount]]**
- Interest Charges: **[\$[Amount]]**
- Total Amount Owed: **[\$[Amount]]**

2. Pending or Outstanding Issues

☐ No pending violations or compliance issues

☐ Pending violations / fines as follows:

[Describe any outstanding violation or fine if applicable]

3. Legal or Collection Actions

☐ None

☐ Yes (Details): [Describe any open legal or collection matters]

4. Insurance Information

- HOA Master Policy Coverage: [e.g., Common areas only / Common areas and building exteriors]
- Insurance Carrier: [Insurance Provider Name]
- Policy Number: [Number]
- Expiration Date: [MM/DD/YYYY]

5. Additional Notes

[Include any relevant details about upcoming assessments, rule changes, or community projects.]

This Estoppel Certificate is valid through **[Expiration Date — typically 30 days from issue]**.

Any changes in balance or status after the issuance date may not be reflected herein.

Should you have questions or require additional documentation, please contact our office at **[Phone]** or **[Email]**.

Sincerely,

[Authorized HOA Representative's Name]

[Title — e.g., HOA Treasurer / Property Manager]

[Name of HOA or Management Company]

Signature: _____

Date: _____

[Name of Homeowners Association]

[Address]

[City, State, ZIP Code]

Phone: [Phone Number] **Email:** [Email Address]

Date: [MM/DD/YYYY]

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Date: _____