



Selling or Refinancing of Commercial Property including Apartment Complexes in the Las Colinas Development

The Las Colinas Association is the master Association for the Las Colinas Development. Anyone who purchases property within the deed restricted area of Las Colinas automatically becomes a member of and pays annual dues to the Association.

Estoppel Certificate, the current document processing fee *that is due with the request* is:

* Apartment Complex \$400.00

* Commercial Property –including a vacant tract \$200.00

* **One Update** – withing 180 days of the original date of the document from the same title company at no charge, otherwise one-half of the original fee.

This document will state the annual assessment amount, period it covers, any delinquent monies owed and any problems pending against the property i.e.; if the property is not in compliance with the plans approved by the Architectural Control Committee or current Deed Restrictions. It also gives a current list of the Association's Board of Directors and the Architectural Control Committee. Upon completion, the certificate is emailed, if email is provided, to the owner and owner's representative with a period for review prior to releasing. The completed Estoppel Certificate will be placed in a Secure Drop Box and login instructions will be will be emailed to the Title Company and Owner.

DUE TO THE TIMES PAY WITH MASTERCARD OR VISA ON-LINE AT WWW.LASCOLINAS.ORG

Attached is the Estoppel Certificate Request Form which provides the information we require to issue the certificate. All signed requests received along with the processing fee are processed as soon as possible.

Complete the request form and pay the document processing fee. Due to the times we prefer it be paid on-line with Visa or MasterCard (no convenience fee) at <https://lascolinas.org/payment-center/>. You will receive an immediate confirmation/receipt that is also automatically emailed to the Association. Email the signed request to RESALE@LASCOLINAS.ORG. If payment may only be made by check, mail or deliver the completed original form, along with the processing fee to the address below.

You will receive an email with the expected completion date when all information/documentation along with payment is received and the request is placed on the schedule.

REQUESTS WITHOUT PAYMENT WILL BE RETURNED. Requests with payments will be processed as soon as possible.

Visit our WEB SITE at www.LasColinas.org for additional information about The Las Colinas Association.

Please call me if you have any questions.

Sincerely,

Velma J. Martindale

Data Base Administrator

Las Colinas Association

3838 Teleport Boulevard

Irving, Texas 75039-4303

www.LasColinas.org

972.541.2345 ext: 227



ESTOPPEL CERTIFICATE REQUEST

Apartment Complexes/Commercial Properties

THE DOCUMENT PROCESSING FEE, *DUE WITH THIS REQUEST* IS CURRENTLY:

Apartment Complexes: **\$400**

Commercial Properties – including Vacant Tracts: **\$200**

One Update within 180 days of the original certificate date from the same Title company, then One-Half of the Original Fee.

DUE TO THE TIMES PAY WITH MASTERCARD OR VISA ONLINE AT www.LasColinas.org

INSTRUCTIONS: PLEASE TYPE OR PRINT TO ASSURE THE INFORMATION IS LEGIBLE. FILL OUT

COMPLETELY (include correct mailing addresses) and SIGN (Owners or Owners Representatives signature required).

Email the completed request form to RESALE@LASCOLINAS.ORG. Requests will be processed as soon as possible with our goal for completion within a 30-day period. You will receive an email with the expected completion date when all information/documentation is received. (If you must pay by check, make payable to Las Colinas Association, mail it and the form to the address below)

Date: _____

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: _____

Attn: Velma Martindale
LCA# _____
OFFICE USE ONLY
Revised: March 13, 2018

The certificate is addressed to the Title Co., Purchaser, and if provided the Lender, and copied to the Owner

REQUIRED

OWNER or OWNER'S REPRESENTATIVE/AGENT MAKING THE REQUEST:

<p>_____ Name (Please TYPE or PRINT CLEARLY)</p> <p>_____ Company</p> <p>_____ Address</p> <p>_____ City, State, Zip</p> <p>_____ Phone Cell</p>	<p>The undersigned Owner or Owner(s) Representative or Agent requesting this Estoppel Certificate agrees to provide the Owner(s) with a copy of the document immediately upon receipt:</p> <p style="text-align: center;">—————> SIGNATURE REQUIRED <————</p> <p>The certificate is emailed to the Title Co. and Owner/Rep. Original Certificate will be placed in a Secure Dropbox.</p> <p>Login instructions will be emailed to the Title Co. and</p>
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TITLE COMPANY: REQUIRED

_____ Name (Please TYPE or PRINT CLEARLY)
_____ Company
_____ Address
_____ City, State, Zip
_____ Phone
_____ Email
_____ General File Number
_____ Closing Date

PROPERTY OWNER: REQUIRED

_____ Owner Name (Please TYPE or PRINT CLEARLY)
_____ Contact Name
_____ Address
_____ City, State, Zip
_____ Phone
_____ Cell
_____ Email
A COPY MAILED TO THE OWNER LISTED IN THE ASSOCIATION RECORDS.

PURCHASER/BUYER: REQUIRED

_____ Buyer Name (Please TYPE or PRINT CLEARLY)
_____ Contact Name
_____ Address
_____ City, State, Zip
_____ Phone
_____ Cell

LENDER:

_____ Company Name (Please TYPE or PRINT CLEARLY)
_____ Contact Name
_____ Address
_____ City, State, Zip
_____ Phone
_____ Cell

ESTOPPEL CERTIFICATE REQUEST