



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

The Las Colinas Association is the Property Owner's Association for the Las Colinas Development. Anyone who purchases property within the deed restricted area of Las Colinas is automatically a member of and pays annual assessments to the Association. An Estoppel Certificate is one method that the Owner or their Representative/Agent, may obtain information for commercial properties located within the deed restricted area of Las Colinas and is described below.

**SUBMIT THE ATTACHED REQUEST FORM WITH PAYMENT FOR THE DOCUMENT PROCESSING FEE:**

- \* Apartment Complex \$375.00
- \* Commercial Property – including undeveloped tract \$200.00
- \* Certificate updates, buyer, lender, or exhibits, within 180 days of issuance: \$75.00.

Pay at [www.lascalinas.org](http://www.lascalinas.org) with Visa or MasterCard and receive an immediate confirmation or by Check made payable to the Las Colinas Association.

The certificate will provide information relative to the annual assessment amount, the period it covers, and any property compliance violations of the current Deed Restrictions. Included is a list of the Association's Board of Directors and Architectural Control Committee, the Association's Restrictive Covenants, Bylaws, Certificate of Insurance, Operating Budget, Balance Sheet, and a Statement of Account for the Property. Upon completion, the certificate is emailed to the owner and owner's representative in the Association's records with a twenty four hour period for review prior to releasing. The completed Estoppel Certificate will be placed in a secure Drop Box and login instructions will be emailed to the title company, owner and owner representative.

Complete the request form by typing or printing to ensure the information is legible, include correct email and mailing addresses, and SIGN (Owners or Owners Representatives signature is required). Email the signed request to [RESALE@LASCOLINAS.ORG](mailto:RESALE@LASCOLINAS.ORG) or mail to the Association at the address listed below. You will receive an email with the expected completion date after all information/documentation is received and the request is placed on the schedule. **REQUESTS RECEIVED WITHOUT PAYMENT WILL BE RETURNED.** Requests received with payment will be processed within 30 (thirty) days.

**Visit our WEBSITE at [www.LasColinas.org](http://www.LasColinas.org) for additional information about The Las Colinas Association.**

**Email [Resale@LasColinas.org](mailto:Resale@LasColinas.org) if you have any questions.**



# ESTOPPEL CERTIFICATE REQUEST

## Apartment Complexes/Commercial Properties

Certificate will include the Association's Restrictive Covenants, Bylaws, Certificate of Insurance, Operating Budget, Balance Sheet, and a Statement of Account for the Property.

**SUBMIT THIS REQUEST WITH PAYMENT FOR THE DOCUMENT PROCESSING FEE:**

Apartment Complexes: **\$375** / Commercial Properties or Vacant Tracts: **\$200**

Certificate updates, buyer, lender, or exhibits, within 180 days of issuance: **\$75.00**

**PAY AT WWW.LASCOLINAS.ORG WITH VISA OR MASTERCARD OR BY CHECK MADE PAYABLE TO THE LAS COLINAS ASSOCIATION. COMPLETE THIS FORM BY TYPING OR PRINTING TO ENSURE THE INFORMATION IS LEGIBLE. FILL OUT COMPLETELY (include correct email and mailing addresses) and SIGN (Owners or Owners Representatives signature is required). Email the signed request to RESALE@LASCOLINAS.ORG or mail to the Association at the address listed below. You will receive an email with the expected completion date after all information/documentation is received and the request is placed on the schedule. REQUESTS RECEIVED WITHOUT PAYMENT WILL BE RETURNED. Requests received with payment will be processed within 30 (thirty) days.**

Date: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

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Attn: Velma Martindale
LCA# _____
OFFICE USE ONLY
Revised: 09-14-2021

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:**

\_\_\_\_\_  
Name (Please TYPE or PRINT CLEARLY)

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone                      Cell

\_\_\_\_\_  
Email

**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:**

**➔ SIGNATURE REQUIRED ➔**

**The certificate will be placed in a Secure Dropbox. Dropbox Login instructions will be emailed to the Requestee, Title Co. and Owner.**

**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 ADDRESS REQUIRED - LEGAL OWNER WILL BE EMAILED LOCK BOX LOGIN INSTRUCTIONS WHEN COMPLETED**

**PURCHASER/BUYER: REQUIRED**

\_\_\_\_\_  
Buyer Name (Please TYPE or PRINT CLEARLY)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone                      Cell

\_\_\_\_\_  
Email

**LENDER:**

\_\_\_\_\_  
Company Name (Please TYPE or PRINT CLEARLY)

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone                      Cell

\_\_\_\_\_  
Email

**ESTOPPEL CERTIFICATE REQUEST**