



## *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 Association's owner of record is mailed a copy and the original my be picked up or sent by FedEx (provide label with request).

MAKE CHECKS PAYABLE TO THE LAS COLINAS ASSOCIATION OR  
PAY WITH MASTERCARD OR VISA ON-LINE AT [WWW.LASCOLINAS.ORG](http://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 then email the signed request along with a copy of the payment for the document processing fee to [RESALE@LASCOLINAS.ORG](mailto:RESALE@LASCOLINAS.ORG). If payment is by check mail or deliver the 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 is received and the request is placed on the schedule.

**Visit our WEB SITE at [www.LasColinas.org](http://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](http://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.

PAY WITH MASTERCARD OR VISA ONLINE AT [www.LasColinas.org](http://www.LasColinas.org)

OR MAKE CHECKS PAYABLE TO THE LAS COLINAS ASSOCIATION

**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).**

***Send the complete request form(include the documne processing fee if paying by check) to the address below. 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.***

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

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

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

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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:**

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<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;"><b>—————→ SIGNATURE REQUIRED ←————</b></p> <p>The certificate is emailed to the Title Co. and Owner/Rep. <i>Original Certificate Delivery Methods (Initial your choice):</i> Pick up: _____ FedEx: (<i>Provide Label w/request</i>) _____</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