



# TERRA SIESTA CO-OP, INC.

55+ Resident Owned Community

## SELLER'S INFORMATION:

NAME: \_\_\_\_\_

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

## SELLERS REAL ESTATE AGENT / ATTORNEY CONTACT INFORMATION:

NAME: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

## BUYER'S INFORMATION:

NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

BUYERS MORTGAGE LENDER: \_\_\_\_\_

BUYER WILL BE:       Living In       Part-time       Full-time       Renting Home

BUYERS ADDRESS TO SEND STATEMENTS: \_\_\_\_\_

## BUYER'S REAL ESTATE AGENT / ATTORNEY CONTACT INFORMATION:

NAME: \_\_\_\_\_

CONTACT PHONE NUMBER: \_\_\_\_\_

CONTACT EMAIL ADDRESS: \_\_\_\_\_

CLOSING DATE: \_\_\_\_\_

UNIT SALE PRICE: \$ \_\_\_\_\_

**NOTE:** BUYERS CONTACT INFORMATION IS NECESSARY/VITAL TO PROPERLY TRANSFER BILLING OF ASSESSMENTS AND AVOID LATE FEES/OTHER CHARGES.

The State of Florida allows 15 days to process a properly completed Estoppel Application Terra Siesta Co-op strives to provide an Estoppel Certificate within 5 business days. Incomplete Applications will not be processed.

THE FEE FOR STATUS LETTER/ESTOPPEL IS **\$250.00**, IF WE RECEIVE 10 BUSINESS DAY NOTICE.

IF THIS NOTICE IS BEING PROVIDED IN LESS THAN 3 (THREE) DAYS NOTICE, ADD

**\$100.00.**

IF THE SELLER IS DELIQUENT ADD

**\$250.00.**

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**PLEASE MAKE THE CHECK PAYABLE TO TERRA SIESTA CO-OP**

Please be sure that all Association fees and unpaid balances are paid through the month that closing date occurs. If you need further assistance, please contact our office.

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FOR OFFICE USE ONLY:

ASSESSMENT AMOUNT: \_\_\_\_\_ PENDING ITEMS: \_\_\_\_\_