



SAMPLE

ESTOPPEL COORDINATION

Association Estoppel Summary

142 Bartram Lakes Dr, Jacksonville, FL 32258

Parcel 167890-1234

Association payoff and status certification for closing. Covers HOA, condo, master, sub-association and district obligations and is delivered separately from the GreenLight Municipal Lien Search.

CLIENT
Sample Title Company, LLC

REQUESTED BY
Jordan Ramirez

PREPARED
September 16, 2026

FILE NO.
EST-2026-0000

Order Information

Property address	142 Bartram Lakes Dr, Jacksonville, FL 32258
Parcel ID	167890-1234
Client file no.	TF-2026-08842
Buyer	Jane M. Doe
Seller	John A. Smith
Closing date	September 3, 2026
Associations	2 associations of record, 1 certificate enclosed, 1 district on the tax bill
Identified from	Auto-identified from PA subdivision match (seed); confirmed by Allie via Sunbiz 2026-08-20.

Associations of Record

Bartram Lakes HOA, Inc. **REFRESH REQUIRED**
HOA • Sentry Management & Associates, LLC • Ponte Vedra Beach office, 904-285-1526

Certificate good through August 31, 2026; the closing date is past that window.

Certificate reference	EST-BL-2026-00312
Requested / issued	July 1, 2026 / August 1, 2026
Delivered by	Regular mail
Good through	August 31, 2026
Closing inside window	NO, REFRESH REQUIRED
Requestor named	GreenLight Municipal Lien Search LLC
Property as printed	142 Bartram Lakes Dr • Lot 14
Parking / garage	Yes: P-14
Owner as printed	SMITH JOHN A
Buyer as printed	DOE JANE M (Same party, different form)
Account number	BL-04471
Signed	Typed or electronic signature: Karen Boyle, Community Association Manager
Insurance maintained by the association	Master policy: XYZ Insurance, agent Jane Doe 904-555-0100
Raw certificate	6 pages • pp. 2-3

COLLECT AT CLOSING

What it is	Payable to	Charged to	Amount
Past due assessments July 2026 assessment Certificate p.2 line 4	Bartram Lakes HOA, Inc.	Seller	\$245.00
Late fees Certificate p.2 line 5	Bartram Lakes HOA, Inc.	Seller	\$25.00
Transfer fee New owner processing <fee> Certificate p.3 line 1	Sentry Management (separate check)	Buyer	\$150.00
Capital contribution Certificate p.3 line 2	Bartram Lakes HOA, Inc.	Buyer	\$500.00

TOTAL OF ALL CHECKS (GREENLIGHT
ARITHMETIC FROM THE LINES ABOVE)
\$920.00

TO ASSOCIATION
\$770.00

TO MANAGEMENT COMPANY
\$150.00

Credit to seller	\$60.00 Prepaid assessment credit • Not stated on certificate. Not netted against any check.
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COMES DUE DURING THE EFFECTIVE PERIOD

What it is	Payable to	Charged to	Amount
Current assessment installment October 2026 quarterly assessment Certificate p.2 line 6	Bartram Lakes HOA, Inc.	Not assigned by certificate	\$245.00

Remit by	Check by mail • no wire instructions on certificate • write on every check: Account BL-04471 / 142 Bartram Lakes Dr
Remit to	PO Box 1234 Jacksonville, FL 32201
Send with the check	Copy of settlement statement
Balance as printed	Balance Due \$895.00 as of August 1, 2026

ASSESSMENT AND PRORATION FACTS

Regular assessment	\$245.00 quarterly
Due	Due the 1st of Jan/Apr/Jul/Oct • Late after the 15th
Paid through	July 1, 2026
Next installment	October 1, 2026 \$245.00 • covers Q4 2026
Account status	Current
Late fee	\$25 flat after 15 days
Interest	18% per annum on past due amounts
Per-diem	\$0.00 per day, no grace period
Special assessments	Approved, not yet levied: Roof replacement reserve study underway; no special assessment levied yet.
Annualized assessment	\$980.00 (GreenLight arithmetic)

APPROVALS AND CLOSING BLOCKERS

Board approval required	YES obtained: No
Buyer approval required	NO
Right of first refusal	YES exercised: No
Open violations	YES Fence height 6' & unpermitted shed per photo
In collections	NO
Claim of lien recorded	NO

Litigation	NO
Other associations	NO
Leasing restrictions	STATED No lease under 12 months; max 2 leases per year.
Age restriction	NO
Garage / parking estoppel	SEPARATE ESTOPPEL REQUIRED

AFTER CLOSING

Recorded deed after closing	Yes. Sentry Management 123 Main St Jacksonville, FL 32202 • deadline 30 days after recording
Forms to return	Change of ownership form (attached)
Seller	Cancel any auto-debit with the bank after closing.

CERTIFICATE FEES AS PRINTED

Fee	Amount
Estoppel certificate fee	\$350.00
Delinquent-account surcharge	\$200.00
Portal third-party service fee	\$15.00

Status: Collected at closing. Source: Certificate p.1, fee schedule. Statutory caps: \$299.00 certificate, \$119.00 expedite, \$179.00 delinquent. Reimbursement of any amounts GreenLight advanced and the coordination fee appear on the GreenLight invoice, not on this summary.

Bartram Lakes CDD ESTOPPEL NOT REQUIRED

CDD

Assessments are collected on the property tax bill. No certificate applies to this district.

CDD debt service and maintenance assessments are collected annually on the property tax bill. No separate estoppel certificate applies to this district; the tax bill in the municipal lien search is the proof.

Non-ad valorem assessment on the tax bill	\$612.44 for tax year 2025
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ITEMS OF NOTE

1. Rush requested by closer; seller relocating out of state before closing.
2. Buyer's lender requires the summary by 09-01.
3. Bartram Lakes HOA, Inc.: no wire instructions on the certificate. Remit by check exactly as printed; do not wire on assumption.
4. Bartram Lakes HOA, Inc.: the closing date is past the certificate's good-through date. A refreshed certificate is required before closing; an amended certificate is free inside the effective period, after it a fresh request.
5. Bartram Lakes HOA, Inc.: the certificate prints "Total Due at Closing" of \$895.00 but its own line items sum to \$920.00. Confirm with the issuer before funding.
6. Bartram Lakes HOA, Inc.: scanned or unreadable pages in the raw certificate: page 4 (scan quality).
7. Bartram Lakes HOA, Inc.: the buyer is the same party as on the order, printed in a different form (name order or entity name).
8. Bartram Lakes HOA, Inc.: the certificate fee printed is \$350.00; the statutory cap for the certificate itself is \$299.00. Anything above the cap is a portal or package charge, or an overcharge; confirm before reimbursing.
9. Bartram Lakes HOA, Inc.: a delinquent-account surcharge of \$200.00 is printed, but the certificate does not show a delinquent balance. The surcharge is lawful only when an amount is delinquent on the issue date; confirm before reimbursing.
10. Bartram Lakes HOA, Inc.: the certificate was delivered 22 business days after the request. Florida allows no fee for a certificate delivered more than 10 business days after the request; confirm before reimbursing the certificate fee.
11. Bartram Lakes HOA, Inc.: Certificate lists two different account numbers (BL-04471 vs BL-4471) on pages 1 and 3.
12. Bartram Lakes HOA, Inc.: Asked whether the \$200 delinquent surcharge applies given account_status=current; manager had not responded as of 09-14.

This summary reflects information provided by each association, its management company, or its counsel at the time each certificate was obtained, and the parcel and subdivision records GreenLight reviewed. The enclosed certificates control: under F.S. 720.30851(3) and 718.116(8)(c) an association waives any amount in excess of what its certificate states as against a person who relies on it in good faith, which is why the certificate, not this page, is the document to rely on. Figures marked computed or GreenLight arithmetic are derived from certificate lines as cited. No approval of the transfer is implied by any certificate. GreenLight is not a law firm and this summary is not a title opinion. Furnished subject to our Terms of Service at greenlightmunisearch.com/terms.