



GRS Management, Inc.

15280 NW 79th Court, Suite 101 | Miami Lakes, FL 33016

Phone: (305) 823-0072 | Fax: (305) 823-4888

customer@grsmanagement.com | www.grsmanagement.com

Office Hours: Monday-Friday, 9:00 a.m.-5:00 p.m.

ESTOPPEL & QUESTIONNAIRE REQUESTS

Submission Requirements, Processing Fees & Important Information

To ensure timely processing, every request must include all required information and payment.

REQUIRED WITH EACH REQUEST

- Buyer's name
- Property address and unit number (if applicable)
- Requestor's telephone number and email address
- Applicable processing fee
- Copy of the lender-specific estoppel or questionnaire form, when required

PROCESSING FEES

\$250 Standard

10 business days

\$100 Additional expedited fee

3 business days

\$150 Additional collection-account fee

when applicable

FORM SUBMISSION POLICY

If a specific form is not included with the original request and payment, GRS Management, Inc. will prepare and issue its standard estoppel/questionnaire form. Any additional, revised, or lender-specific form requested after processing will be treated as a new submission and will require payment of the applicable fee.

PAYMENT METHODS

Cashier's check or money order payable to GRS Management, Inc.

Online payment is available at www.grsmanagement.com

IMPORTANT PROCESSING INFORMATION

2:00 P.M. DEADLINE

Requests received after 2:00 p.m. Eastern Time are considered received on the next business day.

30-DAY VALIDITY

Completed estoppel certificates are valid for thirty (30) days from the date of issuance. Any request for an updated, revised, or new estoppel certificate after the 30-day validity period will require a new submission and payment of the applicable processing fee.

ALL FEES ARE NON-REFUNDABLE - NO EXCEPTIONS

Please submit complete requests to avoid processing delays.