

### **ESTOPPEL PROCESS AND FEES**

Pinnacle requires up-front payment for all Estoppels and a premium charge for RUSH requests. This also applies to any updates and mortgage and or PUD questionnaires.

Below you will find the breakdown of our fees.

- Estoppel Fee – RUSH (generally 48 hr. business day turnaround) \$195.00
- Estoppel Fee (7-10 business day turnaround) \$165.00
- UPDATE for Estoppel ( requested less than 30 days from original date of Estoppel) \$ 85.00
- UPDATE for **EXPIRED** Estoppel (requested after 30 days from original date of Estoppel) \$165.00
- PUD Questionnaire separate from Estoppel: \$165.00
- Mortgage Questionnaire: \$ 50.00
- Relocation Questionnaire: \$ 50.00
- Realtor Questionnaire: \$ 50.00

Once payment is received, we will process your request. If you are in need of a W-9, please make sure you inform Pinnacle. We have W-9 forms for each community we manage, so you will not need to send your own.

All fees are due up-front, before completion of the requested information. We do not accept credit card payments or cash. **Acceptable forms of payment are Certified check, Business check or Money Order. Checks should be made payable to Pinnacle Property Management, LLC.**

**Any request received, accompanied by a Personal Check, will be subject to delay, as the request will not be processed until the personal check has cleared our bank.**

If you have any questions, please feel free to contact us. We appreciate your business.

Accounting Department  
Pinnacle Property Management

August 23, 2016