

**BENCHMARK PROPERTY MANAGEMENT
7932 WILES ROAD, CORAL SPRINGS, FL 33067
954-344-5353 (954-344-5399 FAX)**

IMPORTANT – YOUR REQUEST WILL NOT BE PROCESSED IF RETURN INFORMATION IS NOT INCLUDED!!

Hello,

Per Florida State statute, the fees for questionnaires and estoppels have increased effective September 27,2022. Fees shown below reflect this rate increase.

The charge for processing a questionnaire or estoppel is now \$295.00. The document will be returned to the requesting party within 10 business days of the date of receipt at Benchmark. **The request is not considered complete until paperwork and payment are received. Please ensure both the payment and the questionnaire or estoppel request indicate the property address on them.** If you wish to pay an additional \$115.00 as a “rush” fee, (total \$410.00) the completed document will be returned to the requesting party within 3 business days. **For estoppels only, there is an additional fee of \$175.00 if an account is delinquent.** Please email Angela@benchmarkpm.com to determine delinquency before making your payment.

All fees must be paid in advance via bank check or money order. No personal checks or credit cards accepted. There are no refunds for questionnaires.

Please make your payment payable to:

Benchmark Property Management
7932 Wiles Road Coral Springs, FL 33067

Questionnaires: Att: Laurie Wein Estoppels: Att: Angela Hadley

A BLANK QUESTIONNAIRE AND REPLY EMAIL MUST BE INCLUDED WITH YOUR REQUEST !! ANY MISSING INFORMATION WILL CAUSE A DELAY IN PROCESSING. Your request must include the property address and association name. Questionnaires will be returned with the current year budget, a current balance sheet and contact information for the insurance carrier. Please email Laurie@benchmarkpm.com with any questions.

If you require documents, these are only available for purchase at our office, upon payment with cashier’s check or money order payable to Benchmark Property Management. We do not email documents. If you wish them to be sent to you a return shipping label must be provided to Benchmark. Please email our office for the cost of the documents. Frontdesknorth@benchmarkpm.com, or Frontdesksouth@benchmarkpm.com.

Please be advised that due to the high volume of requests, Benchmark cannot provide status updates on your request.

However, please rest assured that Benchmark will provide a response within the timeframe required by all applicable Florida Statutes based on the amount paid.

Please do not leave a message or send an email asking for a status request, as we will be unable to accommodate you.

Thank you for your attention to this process.

Inquiries that may touch on issues such as: insurance; percentage of owner occupied vs. tenant occupied units; status and purpose of reserves; FHA mortgage information; date of turnover from developer control; number of total units; number of phases, if any; and many other items too numerous to list here. Unfortunately, we do not always have all of the requested information. However we will be happy to provide as much information as we do have, to the best of our ability.

Because the Florida Supreme Court prohibits us, from engaging in the unlicensed practice of law (UPL), we are not permitted to interpret any portion of the Association's governing documents or to offer an opinion on same. Therefore, we cannot answer questions relating to a "right of first refusal" or any other questions of a legal nature, as defined by the Florida Supreme Court.