

To Buyers, Sellers, Realtors and Title Companies:

Harbour Hill (Condominium Apartments Association, Inc.) requires that the seller, or title agent, obtain an estoppel letter from our financial agent, Associa Gulf Coast, as part of the sale process.

The letter states, among other things, the amounts owed to Harbour Hill by a seller which will become the responsibility of the buyer if it is not settled at the closing.

The contact with Associa Gulf Coast also starts the process for getting the buyer into the billing system and generates payment coupons, or an ACH form, to pay monthly assessments.

The process for obtaining an estoppel letter is as follows:

- 1) Log on to [Associaonline.com](http://Associaonline.com)
- 2) Click on the “order resale documents” on the top left of the screen
- 3) Click on the “Associa Gulf Coast Tampa, St. Petersburg, Sarasota” button
- 4) Follow the registration procedure
- 5) Order the closing package that you want. There is a fee based on the package.
- 6) Turn-around time is normally 6-8 business days. A 24 hour expedited process is available for an additional fee.
- 7) For assistance with the procedure, please call Associa’s Customer Care Center at 800-995-0682.