



*Signature*  
Property Management

3171 SE Dominica Terrace | Stuart, FL 34997

T: 772-219-4474 | F: 772-219-4746

### **Frequently Asked Questions – Sales & Leases**

***Q: How do I obtain the current lease and/or sale application for an Association managed by Signature Property Management?***

**A:** Request an application by sending an email to [realestate@signaturepropertymgmt.com](mailto:realestate@signaturepropertymgmt.com). Be sure to include the name of the Association and the type of application you're requesting (i.e. Lease or Sale).

***Q: What is Signature's requirement for submitting an application?***

**A:** Applications will not be accepted via fax or email. **If an application is submitted incomplete, it will not be accepted or processed until all required information and fees are received.** Applications can be mailed or hand-delivered to:

Signature Property Management  
3171 SE Dominica Terrace  
Stuart, FL 34997  
*Office Hours: 8:00 a.m. to 4:30 p.m. (Monday – Friday)*

***Q: What is the processing time for applications?***

**A:** Most applications require a minimum of fourteen (14) business days for processing and to receive Board approval. However, some Associations can take up to thirty (30) days to accept or decline an application, depending on their documents.

***Q: How do I obtain the Association documents (i.e. Declaration of Covenants, Bylaws, Rules & Regulations, Approved Budget, Financial Reports, etc.)?***

**A:** The **current owner** of the property can access and download, from their Homeowner Portal, all of the required documents and may forward electronic copies to the interested parties. The owner may also request the documents in writing by emailing [admin@signaturepropertymgmt.com](mailto:admin@signaturepropertymgmt.com). **Documents will only be furnished to the current owner.** Governing documents of the Association may also be accessed on the Clerk's website.

***Q: What is the process to obtain a Condo Questionnaire?***

**A:** The Condo Questionnaire, **along with the processing fee noted below**, must be mailed or hand-delivered to Signature Property Management. If a Condo Questionnaire is received without the fee, it will not be processed. **Fees are payable to Signature Property Management:**

\$150.00 – Available in 7-10 Business Days

\$200.00 – Available in 2-5 Business Days

***Q: What is the process to obtain an Estoppel?***

**A:** Requests for an Estoppel should be emailed to the Accounts Receivable department at [ar@signaturepropertymgmt.com](mailto:ar@signaturepropertymgmt.com). Estoppel fees are collected by the Title Company and payable at closing.

Standard Processing (7-10 Business Days) \$250.00

Expedited Processing (4-6 Business Days) \$300.00

Express Processing (1-3 Business Days) \$350.00

**Capital Contributions and/or Special Assessments** will be included on the Estoppel.

***Q: What does a new owner do if they have questions or concerns immediately following their closing?***

**A:** Once SPM receives the closing paperwork from the title company, (which typically takes 1-2 weeks) we will send out a "Welcome" packet by mail and email. The letter contains contact information for Management, information about the Homeowner Portal, Association dues, etc. To expedite access, a new owner may email a copy of the Warranty Deed received at closing, along with their questions, to [admin@signaturepropertymgmt.com](mailto:admin@signaturepropertymgmt.com).