

## Cape Royal Homeowners' Association

### Instructions for: Title Companies, Realtors, Property Managers & New Buyers Estoppel and Family Data Sheet

#### TITLE COMPANY – Two Steps – 10 days prior

ESTOPPEL LETTER: At least 10 days prior to closing (for a lot or residence) an Estoppel Letter must be requested by the Title Company. There is a \$150 Fee. See contact information below.

FAMILY DATA SHEET (FDS) : Along with the Estoppel Letter Request the HOA will send the Title Company two additional pieces of paper:

1. [A link to the Family Data Sheet](#) is to be emailed to Buyers' Realtor or Buyers directly and filled out by the Buyers and submitted to the HOA 5 days prior to closing in order to have community access.
2. A copy of this instruction sheet so all parties understand the workflow and timelines.

**NOTE to Buyers:** If you have not already received the link and filled out an FDS form, one must be completed by you and received by the Committee Access Committee (CAC) 5 days ahead of closing. This will assure you have access to the community on the day of closing. **Click [FDS](#) to open the FDS form.** When completed, click the **Submit** button on the form.

#### For Estoppel Letter Request:

Cape Royal Homeowners' Association  
Finance Committee – Mary Jane Lahr  
Email: [MJDLAHR@yahoo.com](mailto:MJDLAHR@yahoo.com)

#### For Questions about the FDS & Gate Access:

Community Access Committee (CAC) CAC Hotline (941) 257-3437  
CAC Email [CapeRoyalCAC@CapeRoyalHOA.com](mailto:CapeRoyalCAC@CapeRoyalHOA.com)  
[Community Access Committee's Web Page](#)

**FOR RENTERS, PROPERTY MANAGERS & LANDLORDS:** (See our Website for procedures and policies):  
click [Rental Policy](#)

#### Attention: Cape Royal is a Deed Restricted Community:

If you are a New Buyer, Property Manager or a Realtor  
click <https://www.caperoyalhoa.com/covenants>  
or visit our website at [www.caperoyalhoa.com](http://www.caperoyalhoa.com)