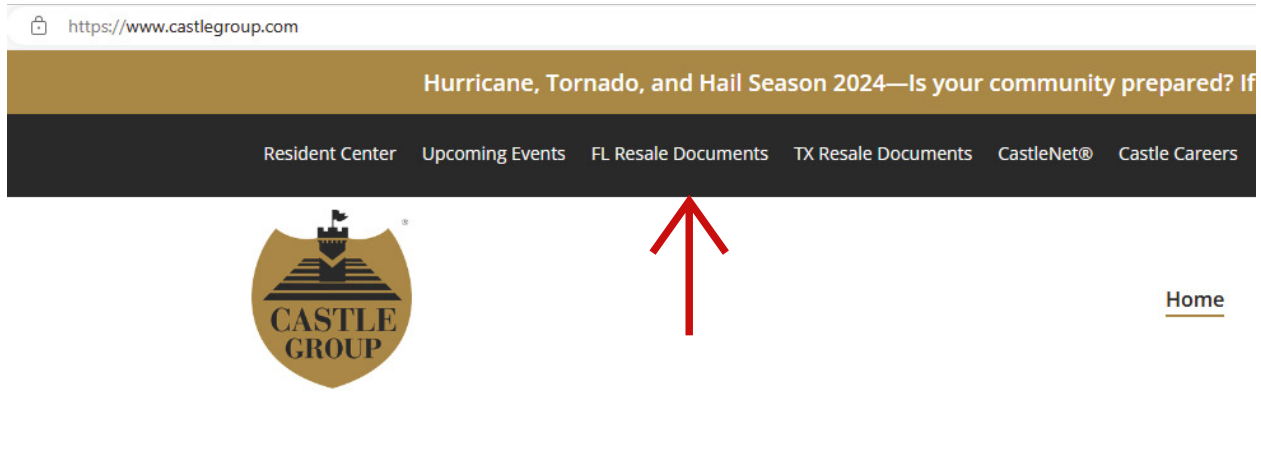


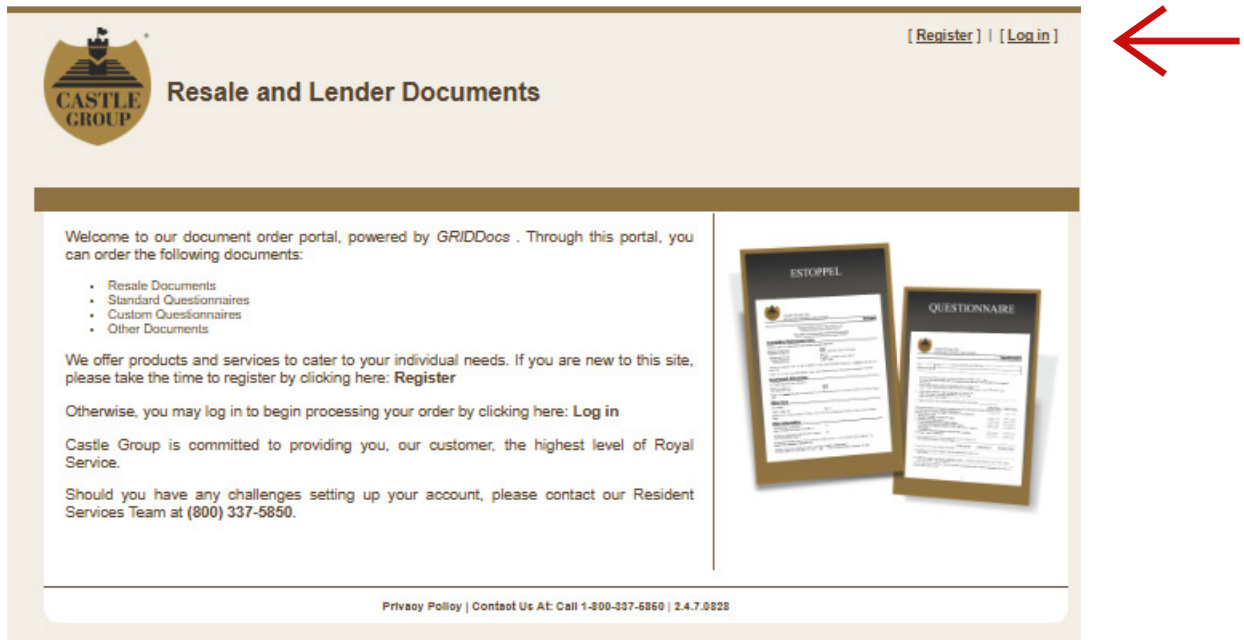
# Ordering Estoppels and Questionnaires

Step 1: Go to [Home - Castle Group](https://www.castlegroup.com) (Castlegroup.com)

Step 2: Select **FL Resale Documents**.



Step 3: Select **Register** for new users or **Log In** for recurring users.



# Ordering Estoppels and Questionnaires

Step 4: Log in with your credentials.

The screenshot shows the login interface for the Castle Group Resale and Lender Documents portal. At the top left is the Castle Group logo. At the top right are links for [ Register ] and [ Log in ]. The main heading is "Resale and Lender Documents". Below this is a "Log in" section with a form containing the following elements:

- A "User Name (email address)" input field with a red border and a tooltip that says "\* This field is required".
- A "Password" input field with a red border and masked characters (\*\*\*\*\*).
- A checkbox labeled "Remember me?".
- A link for "Forgot your password?".
- A "Log in" button.

At the bottom of the page, there is a footer with the text: "Privacy Policy | Contact Us At: Call 1-800-337-6860 | 2.4.7.0828".

Step 5: You will now see your dashboard. Here you can start a request, see pending request, and view completed request.

The screenshot shows the dashboard for the Castle Group Resale and Lender Documents portal. At the top left is the Castle Group logo. At the top right, it says "Welcome, Nathalie !" followed by links for [ Change Password ] and [ Log off ]. The main heading is "Resale and Lender Documents". Below this is a navigation bar with four tabs: "Home", "New Request", "Pending Requests", and "Completed Requests". The "New Request" tab is currently selected.

The main content area is divided into two columns. The left column contains the following text:

Welcome to our document order portal, powered by *GRIDDocs*. Through this portal, you can order the following documents:

- Resale Documents
- Standard Questionnaires
- Custom Questionnaires
- Other Documents

We offer products and services to cater to your individual needs. If you are new to this site, please take the time to register by clicking here: **Register**

Otherwise, you may log in to begin processing your order by clicking here: **Log in**

Castle Group is committed to providing you, our customer, the highest level of Royal Service.

Should you have any challenges setting up your account, please contact our Resident Services Team at (800) 337-5850.

At the bottom of this column is a "New Request" button.

The right column features an image of two documents: one labeled "ESTOPPEL" and the other labeled "QUESTIONNAIRE".

At the bottom of the page, there is a footer with the text: "Privacy Policy | Contact Us At: Call 1-800-337-6860 | 2.4.7.0828".

A large red arrow points upwards from the bottom center of the page towards the "New Request" button.

# Ordering Estoppels and Questionnaires

Step 6: Start a new request and enter the address, zip code, and unit number.

Welcome, Nathalie! | [Change Password](#) | | [Log off](#)

**CASTLE GROUP** Resale and Lender Documents

Home New Request Pending Requests Completed Requests

**Address Search**

Property address \* This field is required

Zip Code

Unit Number

Note: Fields with a red border are required.

Submit

Privacy Policy | Contact Us At: Call 1-800-337-6860 | 2.4.7.0828

If you don't need to enter the unit number a list of units will be provided for you to select from as shown below. Please select the unit.

Welcome, Nathalie! | [Change Password](#) | | [Log off](#)

**CASTLE GROUP** Resale and Lender Documents

Home New Request Pending Requests Completed Requests

**Address Search**

Property address

500

Zip Code

33070

Unit Number

Note: Fields with a red border are required.

Submit

**Please select an address from the list below:**

Address
500 Burton Dr #MGMT Tavernier FL 33070
500 Burton Dr 1201 Tavernier FL 33070
500 Burton Dr 1202 Tavernier FL 33070
500 Burton Dr 1203 Tavernier FL 33070
500 Burton Dr 1204 Tavernier FL 33070
500 Burton Dr 1205 Tavernier FL 33070
500 Burton Dr 1206 Tavernier FL 33070
500 Burton Dr 1207 Tavernier FL 33070
500 Burton Dr 1208 Tavernier FL 33070
500 Burton Dr 1209 Tavernier FL 33070
500 Burton Dr 1210 Tavernier FL 33070
500 Burton Dr 1211 Tavernier FL 33070
500 Burton Dr 1212 Tavernier FL 33070

# Ordering Estoppels and Questionnaires

Step 7: Enter information as requested and select the documents you need to order.

Please note that you will see Ocean Pointe Commons and the corresponding Ocean Pointe building (I, II, III, IV, or V). You will need to order both for Estoppels.

Pricing is listed next to each document.

**Standard** orders are delivered within 10 business days the day after the purchase is completed.

**Rush** orders are delivered within 3 business days the day after the purchase is completed.

You must select the delivery option before checking out. Please ensure you select the correct delivery option.

See Below.

**Order**

Buyer Full Name:

Owner(s) Full Name:

Ocean Pointe Commons Association, Inc.

**Bundles**

<input checked="" type="checkbox"/> <b>Title Bundle</b> Estoppel Letter, Association W9, Account Ledger - Optional	\$299.00
<input type="checkbox"/> <b>Lender Bundle</b> Lender Questionnaire, Association Budget, Association Financial, Association Insurance, Custom Lender Form	\$330.00

**Additional Items**

<input type="checkbox"/> Estoppel Letter	\$299.00
<input type="checkbox"/> Lender Questionnaire	\$150.00
<input type="checkbox"/> Custom Lender Form	\$150.00
<input type="checkbox"/> Account Ledger - Optional	\$20.00
<input type="checkbox"/> Association Budget	\$20.00
<input type="checkbox"/> Association Financial	\$20.00
<input type="checkbox"/> Association Insurance	\$20.00
<input type="checkbox"/> Association W9	\$20.00

Ocean Pointe IV Condominium Association, Inc.

**Bundles**

<input type="checkbox"/> <b>Lender Bundle</b> Lender Questionnaire, Association Budget, Association Financial, Association Insurance, Custom Lender Form	\$330.00
<input checked="" type="checkbox"/> <b>Title Bundle</b> Estoppel Letter, Association W9, Account Ledger - Optional	\$299.00

**Additional Items**

<input type="checkbox"/> Lender Questionnaire	\$150.00
<input type="checkbox"/> Custom Lender Form	\$150.00
<input type="checkbox"/> Estoppel Letter	\$299.00
<input type="checkbox"/> Account Ledger - Optional	\$20.00
<input type="checkbox"/> Association Budget	\$20.00
<input type="checkbox"/> Association Financial	\$20.00
<input type="checkbox"/> Association Insurance	\$20.00
<input type="checkbox"/> Association W9	\$20.00

**Delivery options**

Standard Service (No extra fee) - Provides the necessary documentation no later than ten business days after the receipt of full payment.

Expedited Service (\$119) - Provides the necessary documentation no later than three business days after the receipt of full payment.

OP Commons

OP Building I, II, III,  
IV, or V

Cancel


Checkout

# Ordering Estoppels and Questionnaires

Step 8: Proceed to Check out, verify order details and pay.

Please note that the estimated delivery date is listed on the order.

Welcome, Nathalie ! [\[ Change Password \]](#) | [\[ Log off \]](#)

 **Resale and Lender Documents**

[Home](#) [New Request](#) [Pending Requests](#) [Completed Requests](#)

## 500 Burton Dr #MGMT Tavernier FL 33070

Please review the order detail below and select a payment method.

**Delivery Date**  
07/24/2024

**Order Details**

<b>Ocean Pointe Commons Association, Inc.</b>	
<b>Title Bundle:</b> Estoppel Letter, Association W9, Account Ledger - Optional	\$299.00
<b>Ocean Pointe IV Condominium Association, Inc.</b>	
<b>Title Bundle:</b> Estoppel Letter, Association W9, Account Ledger - Optional	\$299.00
<b>Shipping</b>	
Expedited Service	\$119.00
<b>Subtotal</b>	\$717.00
<b>Discount</b>	\$72.00
<b>Total</b>	\$645.00

**Payment options**

Credit Card  
 E-Check/ACH or Direct Debit\*

\* If your bank account has an ACH Block, which needs our Company ID to authorize ACH/Direct Debit please contact us.

[Edit](#) [Cancel](#) [Pay](#)