



Brookstone HOA, Inc.  
P.O. Box 801308  
Acworth, GA 30101-1210

### Closing Letter Request

Dear Brookstone Resident,

Brookstone HOA processes Closing Letters Packages for its members and their agents in our office. We do not utilize a third-party service.

Each closing letter package includes the Estoppel Letter, copies of our governing documents for the buyer, and the account transfer. The closing letter package fee is \$390 (\$10 for the estoppel letter and \$380 for the document package and account transfer.)

In order to process an Estoppel Letter (Closing Letter) for your property in Brookstone, we require the following:

1. A completed Closing Letter request with each field completed (included)
2. Remit payment:
  - a. Send a check for \$390 made out to 'Brookstone HOA'; or,
  - b. Provide authorization to charge seller's lot account, in which case the balance will be reported on the Closing Letter and remitted to Brookstone HOA upon settlement.

You may submit the request and payment by check to Brookstone HOA, Inc., P.O. Box 801308, Acworth GA 30101-1210. Or, send a copy of the request with signed authorization to [manager@brookstone1hoa.com](mailto:manager@brookstone1hoa.com) and the fees will be charged to your lot account and collected at closing.

Kindly direct any questions regarding your closing letter request to (770) 795-1935.

Sincerely,

Rich Hintze  
Association Manager, Brookstone HOA  
[Manager@brookstone1hoa.com](mailto:Manager@brookstone1hoa.com)  
(770)795-1935



## CLOSING LETTER REQUEST FORM

SUBJECT PROPERTY ADDRESS: \_\_\_\_\_

ESTIMATED CLOSING DATE: \_\_\_\_\_

SEND CLOSING LETTER TO: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**REQUESTOR:**     Seller     Realtor     Attorney

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

**SELLER CONTACT INFO:**

Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

If SELLER does not reside at subject property, provide Seller's mailing address:

\_\_\_\_\_

**BUYER NAME:** \_\_\_\_\_

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Return with payment to: Brookstone HOA, Inc., P.O. Box 801308, Acworth GA 30101-1210

-OR-

Authorize Brookstone to charge the seller's lot account and include the charge on the closing letter:

I, \_\_\_\_\_, AS SELLER OR AGENT FOR SELLER, AUTHORIZE THE HOA TO CHARGE THE LOT ACCOUNT FOR THE ADDRESS STATED ABOVE \$390.00 FOR THE CLOSING LETTER PACKAGE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Phone: (770) 795-1935

Email: [manager@brookstone1hoa.com](mailto:manager@brookstone1hoa.com)