



Estoppel Certificate

Overview

An Estoppel Certificate is a document prepared by Stanford as an accommodation to a lender who originates a mortgage loan to be secured to a leasehold property on the Stanford University campus. This document may be requested at the time of the purchase of a leasehold interest, at the time of a refinance of an existing mortgage loan secured to a leasehold property, or at the time of the origination of an additional loan to be secured to a leasehold property. An Estoppel Certificate refers to a specific Residential Ground Lease and provides certain information regarding its current status.

Process

A request for an Estoppel Certificate must include the following information:

1. The Lessee's name, address and telephone number;
2. the Requestor's name, address and contact telephone number;
3. the Lender's legal name; and
4. the address to which the Estoppel Certificate should be mailed.

Fees

The document preparation fee for an Estoppel Certificate is \$55.00.

Estoppel Request Form

THIS FORM IS TO BE COMPLETED AND SUBMITTED TO FACULTY STAFF HOUSING PRIOR TO THE DOCUMENT PREPARATION.

Date:	Submitted By:
Lessee's Name:	Phone Number:
Lessee's Address:	
Requestor:	
Mailing Address:	
Contact:	Phone Number:
Lender's Legal Name:	
To whom should we send the prepared documents?	
Name:	
Address:	
All documents will be sent USPS unless other instructions are received. The document preparation fee is \$55.00. Payment by check or credit card only. Cash is not accepted. Make the check payable to Stanford University.	
OFFICE USE ONLY - OFFICE USE ONLY - OFFICE USE ONLY - OFFICE USE ONLY	
Date Sent:	