



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 \$400 as of January 1, 2026, (\$10 for the estoppel letter and \$390 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 \$400 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 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
(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: _____

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 \$400.00 FOR THE CLOSING LETTER PACKAGE:

Signature

Date

Phone: (770) 795-1935

Email: manager@brookstone1hoa.com