

## Administrative Order



**Administrative Order No.:** 4-49

**Title:** Fees to be Charged for Verifying Liens on Real Property

**Ordered:** 11/7/1989

**Effective:** 11/7/1989

### **AUTHORITY:**

Section 4.02, Home Rule Charter

### **POLICY:**

Persons or institutions making inquiries of County departments concerning the presence of liens, whether actual or impending, on real property located within Dade County are to be given the choice of inspecting the relevant public records, generally free of charge, or of receiving telephone or written confirmation, for which a fee to recover actual costs to the departments of providing this information is to be assessed.

### **FEES:**

The fees to be charged for telephone or written confirmations are to be set in accordance with the Procedure outlined below.

Where requests to inspect records involve extensive use of clerical or supervisory assistance, as defined in Administrative Order 4-48, the fees authorized by that administrative order are to be charged.

### **PROCEDURE:**

To establish charges authorized by this administrative order, departments are to prepare an itemized listing in accordance with the attached format, and receive the approval of the Office of Management and Budget.

Departments are to establish procedures for assessing and collecting applicable fees.

This administrative order is hereby submitted to the Board of County Commissioners of Dade County, Florida.

Joaquin G. Aviñó, P.E., P.L.S.  
County Manager

DEPARTMENT

Division

PROPOSED CHARGES FOR CONFIRMING PRESENCE OF REAL PROPERTY LIENS

Telephone Confirmation: \_\_\_\_\_ for first parcel

(Attach explanation)

\_\_\_\_\_ each additional parcel

Written Confirmation: \_\_\_\_\_ for first parcel

(Attach explanation)

\_\_\_\_\_ each additional

Submitted by: \_\_\_\_\_ Date \_\_\_\_\_

Director

OMB: APPROVAL \_\_\_\_\_ DISAPPROVAL \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_