The following instructions serve as a guide on how to submit electronic Foreclosure Registry Applications through the Department of Regulatory and Economic Resources' web site.

1. Click on the Foreclosure Registry Link, which is:
   http://bldgappl.miamidade.gov/foreclosureregistry

2. On the left-hand side of the screen, please enter the address or the folio number being registered as well as the recorded book and page of the Lis Pendens and click on the "Submit" button. This information will be validated and will display a RED error message on the bottom of the page if either the address/folio or the book and page are invalid.

If the address ips found to be invalid, you will have the opportunity to enter the folio number of the property that is being foreclosed. When all information is filled in, please click on the "Submit" button. A "reset" button is also available in case you need to clear out the information that has been entered. When the address or folio number and the book and page are validated, you will be taken to the "Register" page.

On the Register page, the address, folio number, and book/page will automatically be populated on the screen. Please enter the remaining information including the Lis Pendens Recordation Information, the Property Management Information (if there is no Property Management information, please place a check mark on the check box located on top of the Property Management section) and the Registration information. Please be advised that all the information requested on this page is required. If any information is not filled in, you will see an error message in RED. When all the information is entered, click on the "Submit" button.

When the Registration is submitted you will be taken to a screen which will provide you with a unique process number (beginning with a J). Please print this page for your records and click on one of the links provided in order to pay the fee of $125.

Your process number is: **J2024125936.**

Thank you for completing the Foreclosure Registration Form. Please print this page for your records.
Note that this registration will **not** be processed until the amount of $125 is paid. Once payment is received, an inspection of the property will be scheduled. To submit your payment online, please have the process number(s) ready and select one of the following options:

- For payment of a single Foreclosure Registration form, click on this link:
  https://wwwx.miamidade.gov/Apps/RER/ePayment/Payment/ProcessNumbers

- For payment of multiple Foreclosure Registration forms (up to eight).   If you have all the process numbers ready, click on this link: https://wwwx.miamidade.gov/Apps/RER/ePayment/Payment/ProcessNumbers   or

- To continue registering forclosure properties, please click on this link:
  http://bldgappl.miamidade.gov/foreclosureregistry/

- To mail your payment, please record each process number and submit with your check(s) to:

  Miami-Dade County
  Department of Regulatory and Economic Resources
  11805 S.W. 26 ST. (Coral Way)
  Cashier's Section
  Miami, Fl 33175

  Please make check payable to: Miami-Dade County

Home | Privacy Statement | Disclaimer | Using Our Site | About Us | ADA Notice | Phone Directory | Contact Us
© 2011 Miami-Dade County. All rights reserved.

Please click the first link which will take you to Miami-Dade County's ePayment Shopping Cart page. Here, enter the process number (J number) that was provided on the previous page in the "Your process number is" line. There is a maximum of 8 Process/Invoice Numbers per transaction. For multiple payments, you must have all the Process numbers available to enter on this page.
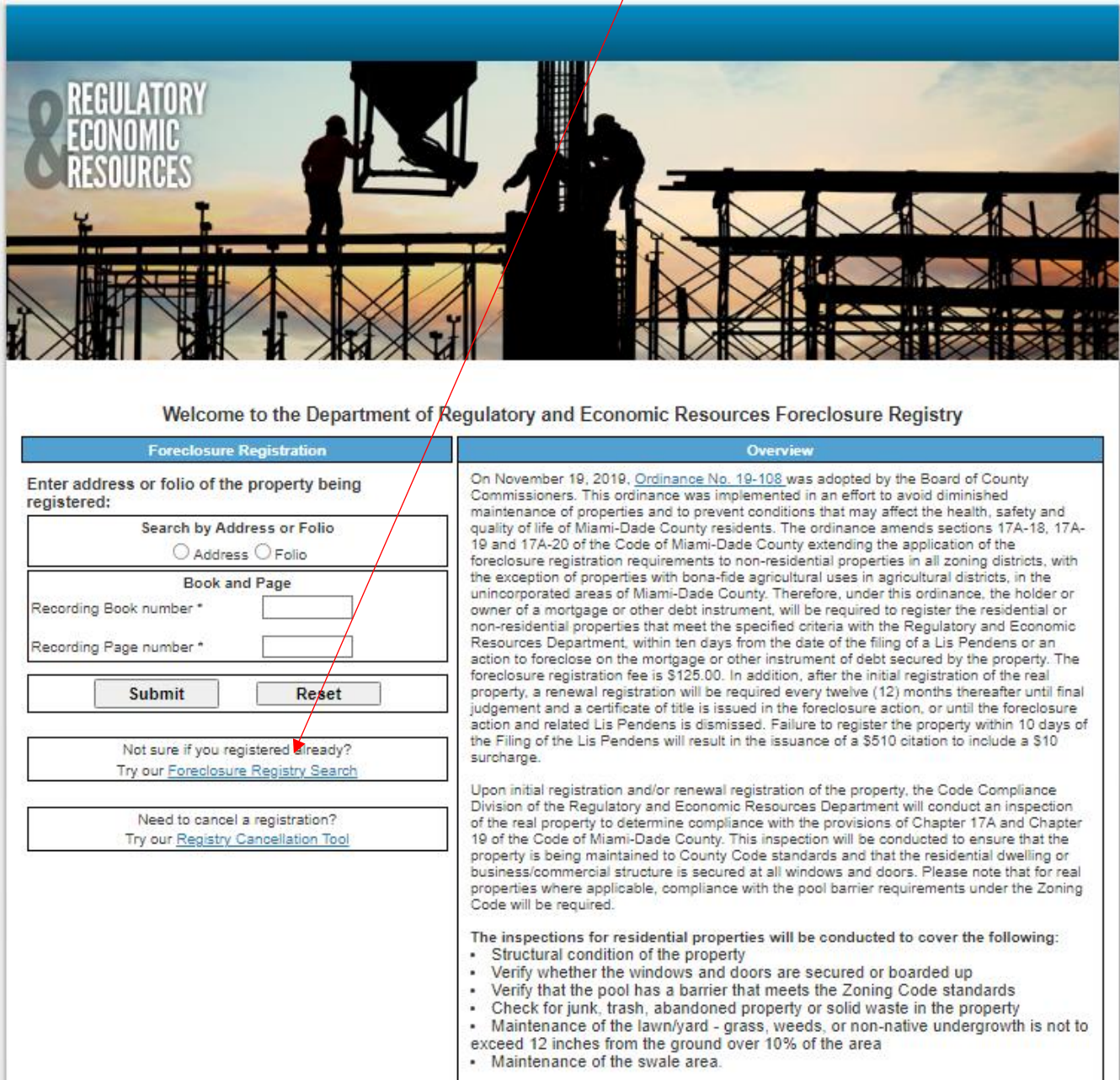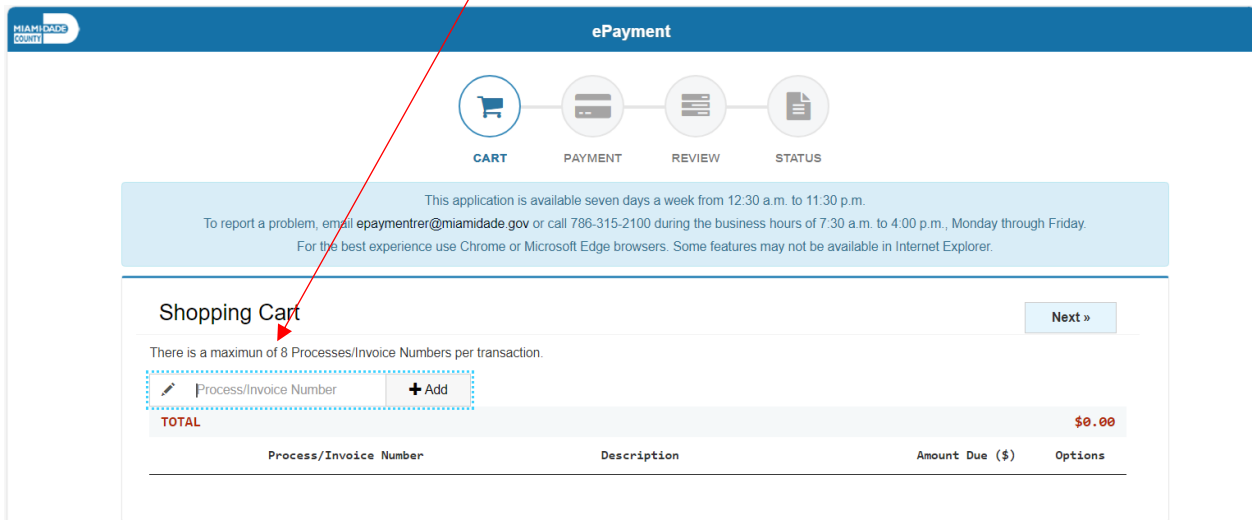

The link to this page is:

https://w85exp.miamidade.gov/espWeb/permit/get_process_number.jsp

The third link on the page will allow you to register another property by taking you back to the first page. If you need to register another property, please click on the third link which is: http://bldgappl.miamidade.gov/foreclosureregistry/

Once payment is received, the system will automatically schedule an inspection of the property to ensure the property is being maintained to County code standards and that the residential dwelling or business/commercial structure is secured at all windows and doors. Where applicable, for real properties, compliance with the pool barrier requirements under the Zoning Code will be mandatory.

The system also allows you the capability to search for Foreclosure Applications that have been processed in the past by clicking on the Foreclosure Registry Search link that is located on the bottom left side of the main screen.

When this link is clicked, the system will take you to the Search screen which looks like this:

You may search by address, folio number, invoice number or Lis Pendens Book and Page. Please only enter one of these search criteria. When the search criteria is entered, click on "Find Registry Case" button.

If the system finds the Foreclosure Registry, it will be displayed on the bottom of the screen. You may click on the J number (located on the first column) in order to see the PDF file which contains all the information pertaining to the given Foreclosure Registry Application, including the case number of the inspection that was assigned to it.

This concludes the process that is required to electronically submit a Foreclosure Registry Application