



Condo/HOA Partial Payoff Application for Partial Release of Lien – Page 1 of 3.

- Used when: An owner of a condominium or HOA unit wants to pay their pro rata portion of liens recorded against the common area of their Association has open unpaid code violation liens; or the unit owner wants to pay to partially release other items recorded against the Association common areas, such as Notices of Violations (“NOVs”) or Unsafe Structures Board Orders (“other recorded documents”). Hereafter, liens and other recorded documents shall be referenced as liens except where otherwise noted.
- Two options: Check off and sign below on page 1 for Option 1 and for Option 2, sign below on page 2.
Option 1) When the applicant knows the lien(s) to be released and does not request research.
Option 2) When the applicant wants Credit & Collection to research to determine the liens to be released (regardless of whether the applicant knows the specific lien(s) to be released). See page 2.
- Note 1: The partial payoff expires after 30 days.
- Note 2: Credit & Collection provides collection services for other Miami-Dade County departments. We only manage accounts referred to us for collection. Applicants must contact the originating department for any lien(s) not referred to us for collection. The Regulatory & Economic Resources Department (“RER”) also offers a condo/HOA partial lien release service. Contact RER at (786) 315-2777 or at LSPIC@MiamiDade.gov.

Option 1: ***Applicant knows the lien(s) to be released.*** One unit only per application. Credit and Collection does ***no*** research to determine if there are other HOA or condo liens that may be encumbering the title of the specific unit. Subsequent requests will not be rushed because you chose not to request research.

Applicant to supply:

- 1) OR book/page of each lien to be released (see page 3 of application) *and* hard copies of all recorded documents to be released. Note: recorded NOVs and, as applicable, recorded Unsafe Structures Board Orders, must be provided to be released.
- 2) Recorded association doc page(s) detailing percentage of the unit’s ownership responsibility.

Application fee: **\$75 per lien or other recorded document** to be released, capped at \$500, to be paid upon application; the fee is non-refundable. NOVs and Unsafe Structure Board Orders are released with no additional \$75 fee when supplied with initial request; otherwise, \$75 is charged if submitted as a follow-up request.

Prorated unit fee: Credit and Collection calculates this and emails the applicant the amount to pay.

Turnaround time: Up to 20 business days to process an application. Up to 15 additional business days to prepare and record the release. *Time may be extended based on complexity.*

Payment/Mailing data: payment must be made by check and cannot be paid on-line. Cash payments are not accepted. For payments by cashier’s check, money order or a check that has “IOTA/Trust/Escrow Account” printed on the face of the check by the issuing bank or financial institution, we will prepare and submit the release to be e-recorded. E-recording takes one to two weeks. Regular checks are held 30 days before preparing/submitting for recording. Make checks payable to **Credit and Collection** and bring to us at: **Internal Compliance Department; Credit and Collection Division; Stephen P. Clark Government Center; 111 NW 1st St., 26th Floor; Miami, FL 33128.**

Option 1: ☐ Check here and sign below if you are choosing **Option 1**. By signing below, you are requesting this service and agree to the costs, terms and conditions:

Print name

Signature

Date



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Option 2: ***Applicant wants Credit and Collection to research to determine the lien(s) to be released (regardless of Applicant’s knowledge of the lien(s) to be released).*** One unit only per application. Credit and Collection will research to identify or verify lien(s) to be released.

Applicant to supply:

- 1) Recorded book and page(s) of condo doc or HOA doc detailing percentage of the unit’s ownership responsibility.

Application fee: **\$500 min. for two folios** (\$250 per folio to be researched, e.g., the unit and the association’s common areas). If the association has more than one folio, the fee increases by \$250 per additional folio. Application Fee is non-refundable.

Prorated unit fee: Credit and Collection calculates this.

Lien release fee: **\$75 per lien**, capped at \$500. Credit and Collection will e-mail the applicant to pay both the prorated unit fee and the lien release fee.

Turnaround time: Up to 20 business days to process an application. Up to 15 business days to prepare and record the release. *Time may be extended based on complexity.*

Payment/Mailing data: payment must be made by check and cannot be paid on-line. Cash payments are not accepted. For payments by cashier’s check, money order or a check that has “IOTA/Trust/Escrow Account” printed on the face of the check by the issuing bank or financial institution, we will prepare and submit the release to be e-recorded. E-recording takes one to two weeks. Regular checks are held 30 days before preparing/submitting for recording.

Make checks payable to **Credit and Collection** and bring to us at:

Internal Compliance Department
Credit and Collection Division
Stephen P. Clark Government Center
111 NW 1st St., 26th Floor
Miami, FL 33128

Option 2: ☐ ←Check here and sign below if you are choosing **Option 2.** By signing below, you are requesting this service and agree to the costs, terms and conditions:

Print name

Signature

Date

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Complete below and return to us. Be sure to include the condo docs page(s) [only] and the application fee.

1. Your name Your company name (if applicable)	Your name		Company name (if applicable)
2. Your phone number			
3. Your e-mail address			
4. Your mailing address			
5. Unit to be released – <u>1</u> <u>unit per application.</u>	Unit Folio Number – One (1) per application		Unit Property Address
6. Condominium or Homeowners Association (HOA) Name(s)*; Common Area Property address and Folio #. *Research is done only on provided Association name(s) (If incorrect name is provided and research is performed, additional fee will be required for search based on correct/other name).	Condo or HOA Name(s)*		Condo or HOA Property Address
	Condo or HOA Folio #		
7. <i>If selecting Option 1</i> , list the OR book/page of the recorded Lien(s) and as applicable, the recorded Notice of Violation (NOV) and/or Unsafe Structures Board Order .	OR Book		OR Page(s)
	1		
	2		
	3		
	4		
	5		
	6		
	7		