

Date

Finance Department
Credit & Collection Division
Stephen P. Clark Center
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MiamiDade.gov

## FINANCE DEPARTMENT, CREDIT & COLLECTION APPLICATION FOR SPECIAL RELEASE OF LIEN

This **Special Release of Lien** application is used to remove a lien from one or more of two or more properties owned by the same person or entity, except that it cannot be used to remove a lien from a property with uncorrected violations. This type of release may be used only when the property being released is free of violations. The **Special Release of Lien** clears the violation-free property from the impact of any liens. Finance will prepare and record the Special Release of Lien. Finance Credit and Collection can only release liens that have been assigned to us for collection purposes. **Complete all boxes below:** 

| Contact Information   |              |           |         |  |
|---|--------------|-----------|---------|--|
| Company Name:   |              |           |         |  |
| Your Name:  |              |           |         |  |
| Phone Number:   |              |           |         |  |
| Fax Number:   |              |           |         |  |
| Mailing Address:  |              |           |         |  |
| Email Address:  |              |           |         |  |
| Property Information:   | Folio Number |           | Address |  |
| Property Without Violations   |              |           |         |  |
| (Special Release is for this Property)  |              |           |         |  |
| Folio Number with Violations  |              |           |         |  |
| Name(s) clouding title  |              |           |         |  |
| Copy of all liens to be released  |              |           |         |  |
| Non-refundable application fee: \$500 minimum for two folios (\$250 per folio to be researched) due with application.  Lien release fee: \$75 per lien being released. Finance will e-mail applicant with the total lien release fee due.  Turnaround time: Up to 20 business days to process an application. Up to 15 business days to record the release after the application has been processed. Time may be extended based on complexity.  Payment: Only cashier's check, money order, or check that has "IOTA Account" or "Trust Account" printed by the financial institution on the face of the check will be accepted. Cash and on-line payments are not accepted. Make check or money order payable to "Finance Credit and Collection" and send it to the Finance Department, Credit & Collection Division, Stephen P. Clark Center, 111 NW 1st St., 26th Floor, Miami, FL 33128.  Signature: By signing below, you are requesting this service and agree to the costs, terms, and conditions:  Requested by: |              |           |         |  |
| Print name  | Signat       | Signature |         |  |
|   |              |           |         |  |