

## **Internal Compliance Department**

Credit & Collection Division

Stephen P. Clark Center

111 NW 1st St ● 26th Floor

Miami, Florida 33128

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MiamiDade.gov

## INTERNAL COMPLIANCE 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. Credit and Collection will prepare and record the Special Release of Lien. Credit and Collection can only release liens that have been assigned to us for collection purposes. **Complete all boxes below:** 

	Contact Informa	tion	
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 folio	<b>os</b> (\$250 pe	er folio to be researched) due with
application.			
<u>Lien release fee:</u> \$75 per lien be	ing released. Credit and Colle	ction will e-	mail applicant with the total fee due
Turnaround time: Up to 20 busine	ess days to process an applicat	ion. Up to 1	5 business days to record the release
after the application has been processed	ed. Time may be extended ba	sed on com	plexity.
Payment/Mailing data: paymer	nt must be made by check and	d cannot be	paid on-line. Cash payments are not
accepted. For payments by cashier's ch	eck, money order or a check t	hat has "IOT	A/Trust/Escrow Account" printed or
the face of the check by the issuing b	ank or financial institution, w	e will prepa	are and submit the release to be e-
recorded. E-recording takes one to tw	vo weeks. Regular checks ar	e held 30 da	ays before preparing/submitting for
recording. Make checks payable to Cre	edit and Collection and bring t	o us at: Int	ternal Compliance Department
Credit and Collection Division; Stephen	P. Clark Government Center	; 111 NW 1s	t St., 26th Floor; Miami, FL 33128.
Signature: By signing below, you a	re requesting this service and	agree to the	e costs, terms, and conditions:
Requested by:			
Print name	Signat	ure	
 Date			Revised 10/03/24