



INTERNAL COMPLIANCE DEPARTMENT, CREDIT & COLLECTION APPLICATION FOR A
FORECLOSURE RELEASE

The applicant acknowledges that this application for a **Foreclosure Release** relates to a lien or liens recorded against the below referenced property that may have been foreclosed, and further acknowledges that the applicant desires to document that such lien no longer applies to their property, even though such lien may have been foreclosed, and further requests that Credit & Collection of the Miami- Dade County Internal Compliance Department record a requested limited release of said lien, for a fee, to more clearly evidence that said lien is extinguished as to the property. The applicant also acknowledges that said release does not extinguish the underlying debt as it relates to the person(s) responsible for the code violation – as such, the code violation(s) may still appear on the Clerk of Court webpage. Credit & Collection prepares and records a *Foreclosure Release* (known as a Special Limited Release) using e-recording.

Initial review turnaround time, payment data, lien eligibility criteria and our authorization to release liens' information all follow on page 2.

Your Contact Information:

Company Name:	
Your Name:	
Phone Number:	
Fax Number:	
Mailing Address:	
Email Address:	

Foreclosure Release Property with Violation(s):

Folio Number	Address

Required Documentation:

Document:	Date Recorded and/or Filed:
1. Foreclosure Complaint (mortgage documents <i>other than</i> the first page of the recorded mortgage are <i>not needed</i>) (may not necessarily be recorded)	
2. County's answer to the Complaint (may not necessarily be recorded)	
3. Lis Pendens	
4. Final Judgment of Foreclosure	
5. Certificate of Title	

Authorization to Obtain Information

Type of Authorization	Included? (v)
Government picture ID of authorized representative	
Power of Attorney	
Letter of Authorization/Representation	
Listing Agreement	

List each Liened Citation Number or Case Number to be Included on Foreclosure Release

Requested by:

Signature: _____ Printed Name: _____

Date: _____



Initial review turnaround time: *Upon receipt of all required information*, the turnaround time to review a request may be up to 20 business days. Upon completion of our review, we will contact you to let you know if there are any *additional* eligible recorded liens that you did not list on the application. We will let you know the cost *based on \$138 per each eligible recorded lien*. Based on the complexity of the request or the volume of liens to review, additional documentation and time may be required to review the request and additional fees may be charged as well, determined on a case-by-case basis. Due to the COVID-19 pandemic and skeletal staffing, turnaround time may exceed the above times; nonetheless, we will make every attempt to process requests as quickly as possible. Your patience and understanding are appreciated.

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 normally takes from one to two weeks.

For payments made by regular check, we will wait 30 days after depositing the check to our bank before preparing and submitting the release to be e-recorded. Make checks payable to **Credit and Collection** and bring or mail to our office at:

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

Lien Eligibility Criteria:

- Each individual lien must be included in the Foreclosure Complaint, with each lien's recording data (Official Records book and page) detailed
- The recording date of the lien must be after the date of the foreclosure plaintiff's recorded mortgage or vested interest and before the Lis Pendens' recording date
- If the lien was recorded after the Lis Pendens was recorded but prior to the recording date of the Certificate of Title, the department that originated the lien will be asked to review the foreclosure documents and to subsequently administratively cancel the lien at no cost to the party requesting the release
- The foreclosure court case number must be the same in all foreclosure documents
- This form creates no rights and the foreclosure release service is subject to change without advance notification
- Liens must have been referred to the Miami-Dade County Internal Compliance Department Credit and Collection for collection purposes

Authorization to release liens: Credit and Collection is only authorized to release liens *if* they have been referred to us for collection purposes. We receive new referrals monthly. For any liens not referred to us, applicants must contact the issuing department. Applicants may call Credit and Collection at 786-469-5200 to inquire if a lien has been referred to us for collection purposes.