



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

This application for a **Special Release of Lien** is for the below referenced property (ies). This is used to remove a lien from one of two or more properties, when during the sale or purchase of a property, a title search reveals liens placed on properties owned by the same individual attached to properties that have no violations, making it virtually impossible for the purchaser to obtain a mortgage through a financial institution. It is used only when the property being released is free of violations. The **Special Release of Lien** clears the violation-free or “clean” property from the impact of any liens which cloud its title. The Credit and Collection Section can only release liens 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		
Required: Name(s) clouding title		
Required: Copy of all liens to be released		

Application fee schedule follows: \$1,000 must be paid at time of submitting release application. Fee increases by an additional \$250 for each additional folio greater than two (3 folios = \$1,250; 4 folios = \$1,500; etc.). Partial refunds of \$500 are available when research reveals violations against the property that has been requested to be released from liens, thus rendering the property ineligible for the release. Refunds take six (6) weeks.

- Processing time is fifteen (15) business days from the date that the application fee is processed, when paid by cashier’s check, attorney’s trust account/IOTA check, or a money order drawn on the United States Postal Service, Western Union or American Express. Cash and online payments are not accepted.
- Processing time for other forms of payment: process to begin 30 days *after* payment has been made.
- Make Check or Money Order payable to: **Credit & Collection Section** and send to: **Finance Credit & Collection Section, 2525 NW 62nd Street, Ste. 4301; Miami Florida 33147**. When you pay the application fee, write the case, citation and/or account number(s) listed above on your check.

We will prepare and record a Special Release of Lien.

If you have any questions, contact us at (786) 469-5200 from 8:00 AM – 7:00 PM, Monday through Friday (holidays excluded).

Requested by: _____ Date: _____

Signature

Print Name