



Referencing: **Payoff Letter Request for Condominiums** when needing a **Condominium Partial Lien Release**.

When Used: When a lien has been placed on the *Homeowner’s Association (HOA)* for common elements’ violations, which affects the title of the individual units within the development. **Used only when the specific unit and its building are free of Unsafe Structure violations.**

What You Receive: We send you a **Payoff Letter for a Condominium Partial Lien Release**, pro-rated for the unit. Upon payment, we prepare/record the Release in approximately **15 business days**.

Turnaround: Research takes approximately **20 business days** from receipt by Support Staff Unit.

**9 Items Required:** **Condo Partial Release Payoff request will be processed ONLY if ALL information is provided.**

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. Condominium Unit to be released - <u>1 max per application</u> (the Unit/its building/its HOA Common Grounds cannot have Violations or Open Unsafe Structure cases)	Unit Folio Number – <b>One (1) unit per application</b>		Unit Property Address
6. Condominium Homeowner’s Association (HOA) Name, Condo HOA Common Grounds Property address and Folio #(s) (has Violations)	Condo Name		Condo HOA Property Address
	HOA Folio #		
7. HOA letter stating the HOA is unable to release the unit	<b>REQUIRED:</b>		
8. Condominium docs showing unit’s percentage of ownership responsibility	<b>REQUIRED:</b>		
9. <b>\$1,000 processing fee*</b> to research 2 folios (1 for the HOA Common Grounds + 1 for the Unit)	<ul style="list-style-type: none"> <li>➤ *Processing fee increases by \$250 increments per additional HOA <u>Common Grounds (CG)</u> folio greater than one (e.g., 1 unit folio + 2 HOA CG folios = 3 folios @ \$1,250; 4 folios @ \$1,500; etc.).</li> <li>➤ Payment must be made by money order drawn on American Express, Western Union or the U.S. Postal Service; cashier’s check or Attorney’s Trust or IOTA Account Check (cash and on-line payments are <b>not</b> accepted). Make checks payable to the Credit and Collection Section and send to us at <b>Finance Credit &amp; Collection Section, 2525 NW 62<sup>nd</sup> Street, Ste. 4301; Miami, FL 33147</b></li> </ul>		