



Referencing: **Payoff Letter Request for Condominiums** when ultimately 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 is free of violations**

What You Receive: We will send you a **Payoff Letter for a Condominium Partial Lien Release**, pro-rated for the requested unit (s) to be released. When you pay the pro-rated fee, we will prepare and record a Partial Lien Release

Turnaround: **15 business days** from receipt by Support Staff Unit

9 Items Required: **Condo Partial Release Payoff request will be processed ONLY if ALL below 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 # (must not have any Violations for the unit or its building) (Unit to be Released)	Unit Folio Number	Unit Property Address
6. Condominium Homeowner's Association (HOA) Name, Condo HOA Common Grounds Property address and Folio # (has Violations)	Condo Name	Condo HOA Property Address
	HOA Folio #	
7. HOA letter stating the HOA is unable to release the unit	<u>REQUIRED:</u>	
8. Condominium docs showing unit's percentage of ownership responsibility	<u>REQUIRED:</u>	
9. \$1,000 fee* for 2 folios to be researched	<ul style="list-style-type: none"> ➤ *Fee increases by an additional \$250 for each additional folio greater than two (3 folios = \$1,250; 4 folios = \$1,500; etc.), when all units are requested at the same time ➤ Refunds: when research reveals violations on the unit or building for which a release has been requested, thus rendering the property ineligible for the release, only \$500 will be refunded. Refunds take 6 weeks. ➤ 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 not accepted); otherwise the Condominium Partial Lien Release is prepared 30 days <i>after</i> payment has been processed. Make checks payable to the Credit and Collection Section and send to us at Finance Credit & Collection Section, 2525 NW 62nd Street, Ste. 4301; Miami, FL 33147 	