

Referencing:

**Payoff Letter Request (for Liened Code Enforcement Violations)**

When Used:

- When a property has a lien code enforcement violation(s)
- When a property has a *non-liened* code enforcement violation(s), where the violator and the property owner are the same

Note: when requesting non-liened violation(s) (where the violator is not the same as the property owner) to be included on the payoff letter, **check here** \_\_\_\_\_ and **sign your name** \_\_\_\_\_

What You Receive:

We will send you a **Payoff Letter**

**Turnaround** Time:

**Seven (7) business days** from date of receipt by the Credit and Collection Support Staff Unit

		<b>List your \$75 check number in the box below ↓:</b>	
1. \$75 payoff <i>research fee</i>			
<ul style="list-style-type: none"> <li>➤ Per folio</li> <li>➤ Per property address</li> <li>➤ Fee is non-refundable</li> <li>➤ A separate check is required per item</li> </ul>		<ul style="list-style-type: none"> <li>➤ Accepted forms of payment: money order drawn on American Express, Western Union or the U.S. Postal Service</li> <li>➤ Cashier's check, Attorney's Trust or IOTA Account Check</li> <li>➤ Regular check</li> <li>➤ Cash, credit cards and on-line payments are NOT ACCEPTED</li> <li>➤ Make checks payable to the Credit and Collection Section and send to us at <b>Finance Credit &amp; Collection Section, 111 NW 1<sup>st</sup> St, 26<sup>th</sup> Floor; Miami, FL 33128</b></li> </ul>	
2. Your name		Name	
Your company name (if applicable)		Company name (if applicable)	
3. Your phone number			
4. Your e-mail address			
5. Your mailing address			
6. Property information		Folio number	Property address
<ul style="list-style-type: none"> <li>➤ must match property appraiser's website exactly <a href="https://www.miamidade.gov/propertysearch/#/">[https://www.miamidade.gov/propertysearch/#/]</a></li> <li>➤ Write "Vacant" if no street address listed on website:</li> <li>➤ If Folio is associated with other folios (cancelled [FAU] formerly assessed under; or, new [NAU] now assessed under), research will be done only on the folio listed on the payoff request</li> <li>➤ Multiple folios/property addresses require additional requests at \$75 per item</li> </ul>			
7. Complete page 2 " <b>Foreclosure Settlement Disclaimer</b> " if the property has been foreclosed on and attach the five (5) foreclosure-related documents as specified.			



**Foreclosure Settlement Disclaimer**

miamidade.gov

To Whom It May Concern:

We are in receipt of your request for a payoff for the above referenced property. It has come to our attention that this property may have gone through foreclosure or is pending foreclosure litigation.

If you are the current owner of this property and obtained the property pursuant to, or after a foreclosure auction, you may not be required to pay code enforcement liens previously recorded against the property as they may have been extinguished by a final judgment of foreclosure. Where the liens have been foreclosed, Miami-Dade County may attempt to collect the debt underlying any extinguished liens from the named violator but not from the current or future owner of the property, and this correspondence shall not be construed as an attempt to collect from you. However, you or your representative have nonetheless indicated a desire to pay the debt(s) underlying the liens recorded against the property. By accepting and signing this settlement offer request letter, you are declining a Special Limited Release of Lien(s) due to Foreclosure and/or an administrative release of the lien(s) due to Foreclosure. Liens associated with this property, which are included in and covered by the foreclosure litigation, shall instead be deemed satisfied, because of your payment made at your request, and related citations shall be closed. Open code violations need to be corrected.

**Instructions:** Please complete below to indicate your agreement to the above information and then return the completed form to the Finance Department, Credit and Collection Section. Include the following foreclosure-related documents when signing and returning this form:

1. Initial Complaint
2. County response to the Complaint, if applicable
3. Lis Pendens (LP)
4. Final Judgment (FJ)
5. Certificate of Title (CTI)

Payoff requestor name: \_\_\_\_\_

Payoff requestor e-mail address: \_\_\_\_\_

Payoff requestor phone: \_\_\_\_\_

Payoff requestor address: \_\_\_\_\_

Re: Property address: \_\_\_\_\_

Folio number: \_\_\_\_\_

Type of request: Foreclosure Settlement Offer Request

X \_\_\_\_\_

Signature of Requestor

\_\_\_\_\_  
Printed Name of Requestor

Date: \_\_\_\_\_