



**REGULATORY AND ECONOMIC RESOURCES
PARTIAL SATISFACTION AND RELEASE OF LIEN REQUEST FORM**

This form is to request a **Partial Satisfaction and Release of Lien service** for an individual unit because of a lien recorded against the Association by the County’s Department of Regulatory and Economic Resources (RER) for a code violation committed by the Association. If you know the book and page of the specific lien for which you seek a partial satisfaction and release, you may indicate it below and you may request only that service, without additional research to be done by RER. You may also request that RER staff research whether other liens have been recorded by RER against the Association as well as whether liens were recorded by RER against the individual unit or unit owner. If you choose to forego RER’s research, and you later discover additional liens, RER will not rush a research request to accommodate a closing date or for any other reason.

If you request RER’s research to determine whether other liens have been recorded by RER against the Association and/or against the individual unit or unit owner, the research will take approximately **TEN (10) to TWENTY (20) BUSINESS DAYS** from the date payment is processed. The research will consist of a search of RER’s databases for Zoning code violations, Property Maintenance violations (such as junk and trash, graffiti, accumulation of grass or weeds), and for Building Code violations, including violations relating to Unsafe Structures, work performed without required Building Permits, Expired Permits, Minimum Housing violations, and remediation liens recorded for these violations, where applicable. This research, if requested, is performed for the fees specified below. This form is only for RER recorded liens. Please note that other County departments also record liens and you should contact those departments, where applicable.

The following item must be submitted along with this application:

- ✓ Copy of the recorded resolution document stating the unit’s percentage of responsibility in the Association

Please complete the sections below with requested information:

Contact Information	
Requestor’s Name:	
Requestor’s Title and Authority (Power of Attorney; Contract; Agency Agreement, etc.):	
Phone Number:	
Email Address:	

The Partial Satisfaction and Release of Lien service consists of the preparation of the partial release document, updating of relevant County databases, and the recording of the partial release of lien document with Miami Dade County Recorder’s office. For this service, if the requestor provides the lien or case number that the release is requested for, no research shall be provided unless requested, for which additional fees shall apply, as described below. If no research is requested, you will receive the requested release but will not be notified of other liens or amounts due concerning the same property, or same named violator, or individual unit owner, without research.

Please select your service option by checking only one of the two boxes below:

Partial Satisfaction and Release of Lien: \$75.00 lien release processing fee per lien* plus the pro-rata amount of the lien(s) to be calculated. **Lien release processing fee is capped at \$500 for unit owners obtaining partial releases of lien recorded against the association for common area violations.*

Please list book and page of known lien(s), lien number(s) or case number(s) for which you are requesting release (if unknown, choose the next category):

Partial Satisfaction and Release of Lien with Research: \$75.00 lien release processing fee per lien* , \$250.00 enforcement violation research for each folio (minimum two folios: the unit to be released and the Association property), plus the pro-rata amount of the lien(s) to be calculated. **Lien release processing fee is capped at \$500 for unit owners obtaining partial releases of lien recorded against the association for common area violations.*

Property Information		
	Folio Number	Address
Unit to be released		
Association		

After submitting the application, you will be contacted with the pro-rata amount(s) of the lien(s) that will be required to be paid to process your application. Cashier Check, Money Order or Attorney Trust Account Check should be made payable to **Miami-Dade County** and sent to: Department of Regulatory and Economic Resources, 11805 SW 26 St, Suite 230, Miami, Florida 33175-2464.

If you have any questions, please contact our office at (786) 315-2777 between the hours of 7:30 am and 4:00 pm Monday thru Friday, or via e-mail at LSPIC@miamidade.gov.

I hereby request to this service and agree to these costs: Yes No

Requested by: _____ Date: _____
Signature Print Name