



## PARTIAL RELEASE OF LIEN REQUEST FORM

**Condominium Partial Release of Lien:**

For instances in which a lien has been placed against the *Homeowner's Association (HOA)* for common elements' violations, that affects the title of the individual units within the development.

**Special Partial Release of Lien:**

For instances in which during the sale or purchase of a property, the title search reveals liens placed on properties owned by the same individual, attached to properties that have no violations, whether inside or outside city limits.

**The following items must be submitted along with this application:**

- 1) Lien Search report, completed by the City of North Miami Lien Dept. within the last 30 days.  
*(Refer to the Lien Search Request Form for more details; additional fees may apply)*
- 2) Copy of the fully executed Real Estate Purchase and Sales Contract.

**Address:** City of North Miami Lien Dept. 776 NE 125 St, North Miami, FL 33161  
**Telephone #:** 305-893-6511  
**Email:** [lien@northmiamifl.gov](mailto:lien@northmiamifl.gov)

Property Information		
Property Address:	Property Type:	Folio #:
Code Violation Lien		
Permit Case #	Recording Date	Recording Book and Page
Property to be released:		
Property Address:	Property Type:	Folio #:
Property Owner's Name		
Closing Date (if applicable)		

The undersigned acknowledges the following:

- 1) Partial Release request only applies to Code Compliance Violation Liens. It does not apply to any service liens (i.e. Utilities or Special Assessments)
- 2) Any Utility Services, Special Assessments and Code Ticket amounts due listed on lien search, must be paid as part of this review.
- 3) The request will be reviewed by the Finance Department which will make a recommendation to the City Manager. The City Manager has the sole discretion to approve or deny the request.
- 4) Any approved amount will be applied towards the administrative fees for the preparation and recording of a Partial Release of Lien. No monies will be applied to the lien(s) in question.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_