

Instructions for requesting a Payoff Amount and a Partial Release of Lien

Contact Gabriel Donoso in the Finance Department. Gabriel Donoso can be reached at 305/673-7000 x 6548 and request a lien statement, which costs is \$150.00. The request is made to Gabriel Donoso in the Finance Department, not the Special Master office. Please allow approximately 10 working days for Gabriel to process. If the property is a condo, you will need to request the statement on the Master folio number, in addition to the individual unit folio number.

Once you receive the lien statement from Gabriel:

Send requests for payoff amounts on cases that begin with “JB” to cynthianeves@miamibeachfl.gov

Send requests for payoff amounts on cases that begin with “JC” or “JF” to fernandasilva@miamibeachfl.gov

In order for the Special Master office to complete your request, the following information must be provided at the time the request is made:

1. Copy of Lien Statement issued by the City. Lien statements greater than 30 days are not accepted.
2. Special Master Case Number(s)
3. Property address
4. Unit number(s)
5. Folio number
6. The one or two pages from the recorded Declaration of Condominium (“Condo Docs.”) that lists the schedule of percentage share of ownership in the common elements.
7. Date of Closing