



City of Hialeah

501 Palm Avenue, 3rd Floor Hialeah, Florida 33010 Phone# 305-883-5884
Monday – Friday 8:30 a.m. – 5 p.m.

Lien Pay-Off Request Form

CONTACT INFORMATION

Company's Name: _____ Person submitting the Request: _____

Affiliation with Property Owner(s): _____ Mailing Address: _____

Phone Number: _____ E-mail Address: _____

PROPERTY INFORMATION

Name of Property Owner (s): _____ Phone Number: _____

Mailing Address: _____ E-mail Address: _____

PROPERTY ADDRESS	FOLIO NUMBER	TYPE OF PROPERTY (Single-Family, Multi-Family, Commercial Industrial, Etc.)
1.		
2.		
3.		
4.		
5.		

IMPORTANT NOTICE

The requesting party assumes all responsibility for the accuracy and completeness of the property description provided to the City, including the property folio number, and property address. Note that property folio numbers can have more than one corresponding address, and vice versa. Therefore, all relevant information must be listed.

Payoff amounts are only provided for existing liens, based on the information provided on this form. The letter will NOT include information about violations, citations, open permits, or outstanding balances for water, sewer, or solid waste services, which have not resulted in recorded liens. A pay-off letter is not a "research" and will not include all the information provided in a "violation and lien research". If no lien exists, a \$0 pay-off letter will be provided. There would be no refund or credit offered.

There is a non-refundable **\$75 fee per property address**. Pay-off calculations may take approximately 5 business days to complete depending upon then current volume of pay-off requests. Therefore, it is your responsibility to submit this request within a reasonable time in anticipation of the property closing.

Payment shall be sent together with this request in the form of a check, cashier's check or money order, made payable to the CITY OF HIALEAH. If you mail this request and the payment, please send to City Clerk, 501 Palm Avenue 3rd Floor, Hialeah, Florida 33010.

Once a violation and lien search is completed, a request for lien pay-off or estoppel letter must be submitted.

I hereby request that the City issue a pay-off letter for the property listed above.

Applicant's Signature: _____ Date: _____

Applicant's Name and Title: _____

FOR ADMINISTRATIVE USE ONLY	
Date Received:	Received by:
Method of Payment:	
City Clerk's Office Account#001-0220-341-900	
Code Enforcement Account #:001-0203-354-202	
W& S/Solid Waste Account #001-0000-202-141	
TOTAL	