

Instructions for Requesting a Partial Release of Lien

Contact Jeannie Castor in the Finance Department via email **ONLY**, at jeanniecastor@miamibeachfl.gov. The request is made to the Finance Department and **NOT** the Special Master's Office. You must request a lien statement, which is good for 30 days from the date of notarized signature. Please allow approximately five (5) to seven (7) working days for this process to be completed. If the property is a condominium, 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 the Finance Department, you will need to send payment for the partial release to the following address

City of Miami Beach
Attention: Lien Desk
1755 Meridian Avenue, 1st Floor
Miami Beach, Florida 33139

Once payment is made, please allow at least 30 days for the partial release to be recorded at the Miami-Dade County Clerk's Office - County Recorder. You may check periodically to see if the partial release has been documented, by visiting the Miami-Dade Clerk's Office website at:

<https://www2.miami-dadeclerk.com/officialrecords/StandardSearch.aspx>