

SPECIAL MASTER FREQUENTLY ASKED QUESTIONS

WHERE ARE SPECIAL MASTER MEETINGS HELD?

Usually they are held in the 3rd Floor Commission Chambers at City Hall. Occasionally we have to change the location. Check the Bulletin Boards at City Hall or look for signs posted by the elevators for a change in location.

HOW DO I GET A COPY OF THE SPECIAL MASTER CASE FILE?

Call the Special Master office and request it. There is a charge of \$0.15 a page.

HOW DO I GET AN AUDIO COPY OF A SPECIAL MASTER HEARING?

You need to know the date and time of the hearing, in addition to the property address and/or case number. Call the Special Master office for further details. The cost is \$3.00 per CD.

I CANT ATTEND ON THE DATE I WAS SCHEDULED FOR. HOW DO I REQUEST A CONTINUANCE?

Requests for continuances must be in writing and submitted to this office two (2) working days prior to the hearing. The request is granted or denied by the Special Master at the hearing, not before. If your request is granted, your case will be reset for another day. If your request is denied, your case will be heard as scheduled.

I JUST RECEIVED A NOTICE TO APPEAR AND I DONT KNOW WHAT VIOLATIONS ARE ON MY PROPERTY. WHAT ARE THE VIOLATIONS AND HOW CAN I GET A COPY?

To obtain a copy of violations that pertain to building, fire, and/or code, please visit one of the following two links:

[Check a Violation Prior to April 27, 2016](#) or [Check a Violation After to April 27, 2016](#)

I HAVE BEEN CALLING THE INSPECTOR AND I HAVE NOT GOTTEN A RETURN PHONE CALL. WHAT DO I DO?

Call the Department telephone number listed on your Notice to Appear, and ask to speak with a supervisor.

I BELIEVE THAT I HAVE COMPLIED WITH THE VIOLATIONS, WHAT DO I DO NOW?

Call the Department telephone number listed on your Notice to Appear, and ask to speak with the Inspector. Advise him/her that you are calling to advise that you are in compliance, and that you need to request a re-inspection to verify compliance. It is also recommended that you fax a letter to the Inspector and retain the fax confirmation for your records.

I COMPLIED WITH THE VIOLATION ALREADY. WHY DID I GET A NOTICE TO APPEAR?

Call the Department telephone number listed on your Notice to Appear, and ask to speak with the Inspector. Advise him/her that you are calling to advise that you are in compliance, and that you need to request a re-inspection to verify compliance.

You must also understand that the Department can request that a Special Master hear the case, even if you are already in compliance, for the purpose of obtaining an adjudication of guilt. This means that you complied with the violation, but that if you repeat the same violation within a five (5) year period, the Department can request a hearing before the Special Master so that fines can be imposed.

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I AM NOT GOING TO BE ABLE TO COMPLY BY THE DATE THE SPECIAL MASTER ORDERED. HOW CAN I GET MORE TIME TO COMPLY?

If, through diligent effort, you are unable to comply by the date ordered by the Special Master, you must make a written request for more time to comply before your compliance date. Mail, fax, hand-deliver or e-mail your request for additional time to comply to the Clerk of the Special Master. Once an order has been entered by the Special Master, **only** the Special Master can grant you the additional time. The case will be scheduled for a hearing and the Special Master will review your request for more time. You must be present at the hearing in order for your request to be granted. Requests received on or after the compliance date are considered untimely and a Special Master may deny your request. **Forms are available online.**

A TITLE SEARCH WAS JUST DONE ON MY PROPERTY AND THERE IS A SPECIAL MASTER LIEN. WHAT DO I DO NOW?

Call the Special Master Office. You must provide the Clerk with either the Special Master Case Number or the Property Address. The Clerk will look up the case to determine the amount of the fine and advise you accordingly.

I LIVE IN A CONDOMINIUM AND THERE IS A SPECIAL MASTER LIEN ON THE PROPERTY. I AM TRYING TO SELL (OR REFINANCE) MY UNIT. HOW CAN I GET CLEAR TITLE FOR MY UNIT?

Click on the following link:

<http://docmgmt.miamibeachfl.gov/weblink/0/edoc/149259/Instructions%20for%20Requesting%20a%20Partial%20Payment.pdf>

Please note that if there is not full compliance, and the fine is still running on the property, a Partial Release of Lien will be given up to and including the closing date. The new owner will be responsible for any fines accumulated after the closing date.

I JUST RECEIVED A LETTER FROM THE FINANCE DEPARTMENT THAT MY OCCUPATIONAL LICENSE/CERTIFICATE OF USE CANNOT BE RENEWED BECAUSE OF A SPECIAL MASTER CASE. WHAT DO I DO?

Call the Special Master Office, we will advise you accordingly.

THE LIEN ON MY PROPERTY WAS SATISFIED AND A RELEASE OF LIEN GIVEN TO ME, BUT I DIDN'T RECORD IT. HOW CAN I GET ANOTHER RELEASE TO RECORD?

A duplicate original Release of Lien can be obtained from the Special Master Office at a cost of \$15.00.

I AM PAYING MY ADMINISTRATIVE COST BY CHECK. WHO DO I MAKE THE CHECK PAYABLE TO AND WHERE DO I SEND IT?

Make the check payable to: CITY OF MIAMI BEACH

Send it to: Clerk of the Special Master
1700 Convention Center Drive
Miami Beach, Florida 33139

Make sure you put the Special Master Case Number on the check, so we can identify it with your case.

I HAVE PAID THE FINE ON MY CASE. HOW FAST CAN I GET A RELEASE OF LIEN?

Liens can be released within a few days if payment is made by cash, cashier's check, or money order. We are required to wait three (3) weeks after we deposit a check to ensure the funds clear before we can issue a release if the fine was paid by check.

SPECIAL MASTER FREQUENTLY ASKED QUESTIONS

HOW DO I APPEAL A VIOLATION WHICH HAS A MONETARY FINE?

Look on the back of the violation, it will tell you how many days you have to appeal and where to file the appeal. If you are within the time-frame, make a written request to the Clerk of the Special Master. Your request must include your name, mailing address, daytime telephone number, and a copy of the violation. You must also include a check for an administrative cost of \$100.00. The check is payable to the City of Miami Beach. If you prevail in your appeal, your check will be returned to you.