

TRANSFER OF LIEN TO CASH

Florida Statute: [FS 713.24](#), [FS 55.10](#) (click on the Statute number to see the Statute)

1. Obtain "Request of Transfer" form (go to the Request of Transfer form on this website), and fill out information **completely**. Make sure you sign and print your name on the bottom and include your company and/or title. **Note: Request form must be signed by the owner or any person that may have a vested interest in property.**
2. You must obtain an IRS Form 8300 ([click here to go to the form](#)), if you have a combination of at least two cashier checks, which total more than \$10,000.
3. The required amount to be placed in a **cash deposit must be cash, cashier check, or certified check. WE CANNOT ACCEPT ANY OTHER FORM OF PAYMENT for the required amount.**
4. The amount for **recording** can be paid by cash, personal check, trust check, company check, or any other form of payment.

Fees:

1. Required Amount Calculation:

Unpaid Balance + Interest + Court Costs = Required Amount
Interest – Current% of lien amount for 3 years; **for current interest rate, click [here](#).**
Court Costs – 25% of lien or \$1,000 whichever is greater

2. Recording fees:

Transfer of Lien Certificate - \$10
1-year Search - \$2
Certificate of Mailing - \$20 (liens) or \$15 (judgments)
Service Notice Fee (Postage/Certified) – Actual fee
3% of the 1st \$500 of Required Amount - \$15
1.5% of the remaining balance of Required Amount (Transfer Fee)
Copies - \$1 per page
Certification - \$2 per document

Click [here](#) to go to our web calculator. If you have additional questions, please call 407-836-5116. If you are planning to mail the documents in for recording, the information is below.

Physical/Overnight Delivery Address:

Orange County Comptroller's Official Records – **Attention Specialized Documents**
109 E. Church St., Suite 300
Orlando FL 32801

Mailing Address:

Orange County Comptroller's Official Records– **Attention Specialized Documents**
PO Box 38
Orlando FL 32802-0038