

## 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, or click [here](#)), 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. Required amount and Recording fees must be paid separately.**
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 1<sup>st</sup> \$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