

TRANSFER OF LIEN TO BOND

Arrival after 2:30 p.m. will result in the document being processed the next business day

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

NOTICE: Per Comptroller Counsel, we do not process a Transfer of Lien to Security if the lien is a mortgage, an IRS Lien, or any other Government Lien

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.
2. Make sure your Security Bond is **original** and has the following information:
 - A. Bond must be signed by the "Principal", (person transferring) and "Surety" Company.
 - B. Bond must also have the total amount transferred to other security.
 - C. A properly executed Power of Attorney must be attached to the bond. The Power of Attorney must show the name of the party signing for the Surety Company, specifically authorizing that individual.
 - D. The seal of the Surety Company must be on the bond.
 - E. The bond must show the date when it was executed.
 - F. Bond must state the document number of each Lien (or CCJ) that is being transferred.
(Note: if more than one lien is being transferred, the bond will not be returned until all liens have been released.)
 - G. Bond must state the name of the Lienor.
 - H. Bond must be notarized or contain a corporate seal for the principal.

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:

Bond - \$10 for 1st page, \$8.50 each additional page

Bond Approval - \$8.50

Transfer of Lien Certificate - \$10

1-year Search - \$2

Certificate of Transfer - \$20 (lien) or \$15 (judgment)

Service Notice Fee (Postage/Certified) – Actual fee

Copies - \$1 per page

Certification - \$2 per document

Click [here](#) to go to our web calculator. Please call 407-836-5116 if you have additional questions.

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