AMY MERCADO
ORANGE COUNTY PROPERTY APPRAISER

OCPA Requirements for Statement of Lien Settlement for Proposed Subdivision, Condominium, and/or Amendment to:

- Based on **Florida Statute 197.192** ("Land not to be divided or plat filed until taxes paid"), the Mapping Department of the Orange County Property Appraiser's office prepares a Statement of Lien Settlement in order to identify all the underlying parent parcels of said proposed Plat, Condominium, and Timeshare to ensure taxes are current and no liens are placed on the property prior to recordation.
- Amendments to a condominium/timeshare must be reviewed by OCPA in order to determine if a new phase and/or unit(s) are being added within the condominium/timeshare; if so, a new Lien Settlement Statement is needed before recordation. If no new phase(s) and/or unit(s) are added, then a Letter in Lieu of Statement of Lien Settlement will be prepared, enabling said amendment to be recorded.
- OCPA requires that either one (1) paper copy or electronic PDF (Portable Document Format) be emailed to mappingservices@ocpafl.org of the most current plat to be submitted. We cannot accept the original mylar. For condominium(s)/timeshare(s), a copy of the declaration and/or amendment with a legal description and/or survey must be submitted. Again, we cannot accept any original documents. Please note that any revision to the Plat, Condominium, and Timeshare constitutes an updated Tax Lien Settlement Statement; this form does not constitute final approval for the Plat, Condominium, and Timeshare recordings.
- **TAX YEAR NOTICE:**
  - All Plat(s), Condominium(s), and Timeshare(s) to be recorded after August 15 might not be processed in the current tax year due to the final tax roll cutoff deadline.
  - All Plat(s), Condominium(s), and Timeshare(s) to be recorded on or after October 1 will require a new or updated Statement of Lien Settlement for the current tax year.
- Please provide full contact information (preferably a business card) when submitting a proposed Plat, Condominium, or Timeshare to:

  Orange County Property Appraiser
  200 S. Orange Ave, Suite 1700
  Orlando, FL 32801
  Please allow a minimum of 5 to 10 business days for processing.

The Statement of Lien Settlement is reviewed and signed by a representative of the tax collector's office. **You will receive a call from the tax collector's office when the statement is available for pick-up.** If taxes are unpaid and due, you will be informed of the dollar amount that must be paid in full before the statement will be released. Statements are to be picked up on the 16th floor of the SunTrust Tower in the tax collector's office.

Please call (407) 836-5411 for any additional questions.

Thank you,

Mapping Services
mappingservices@ocpafl.org
(407) 836-5411