



**OCA 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. In the event that 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 ([rcampanale@ocpafl.org](mailto:rcampanale@ocpafl.org) or [jthayer@ocpafl.org](mailto:jthayer@ocpafl.org)) of the most current plat be submitted. (We will not 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. (We will not accept any original documents).
- **NOTE:** 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<sup>th</sup> might not be processed in the current tax year due to final tax roll cutoff deadline.
  - All Plat(s), Condominium(s) and Timeshare(s) to be recorded on or after October 1<sup>st</sup> 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  
200 S. Orange Ave, Suite 1700  
Orlando, FL 32801  
(17<sup>th</sup> floor of the SunTrust Bank Bldg – customer service counter.)**
- Please allow 1 to 3 business days for processing. (**Note:** most proposed plats and condominiums are processed the day received; however we have no advance notice of how many may be submitted on any given day which may cause a delay).
- 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 16<sup>th</sup> Floor of the SunTrust Tower in the Tax Collector’s Office.**

Please call 407.836.5077 if there are additional questions.

Thank You,

Rocco Campanale  
Real Estate Services Manager