

PLEASE READ CAREFULLY
INSTRUCTIONS FOR FILING
RESTRICTIVE COVENANTS & UNITIES OF TITLE

REQUIREMENTS FOR RESTRICTIVE COVENANTS:

1. The City of Coral Gables must be provided with one (1) original copy of the Restrictive Covenant. All blanks must be filled in and may be printed neatly or typewritten. Restrictive Covenants that are not legible will not be accepted by the City. Photocopies of any required seals or signatures will not be accepted.
2. The original document must have a 3-inch by 3-inch space at the top right hand corner on the first page and a 1-inch by 3-inch space at the top right hand corner on each subsequent page for the Clerk's official use. *See* Fla. Stat. § 695.26(1)(e). A blank cover page must be attached to all documents **not** providing this space and a charge of \$8.50 for the additional page will be assessed. This charge, moreover, applies to each additional page.
3. Covenants must be properly witnessed and notarized.
4. The **legal description must be accurate** and must include the appropriate Plat Book and page number.
5. The blank space provided for section (2) of the General Restrictive Covenant should be filled in with the restrictions being placed on the property.
6. **The Restrictive Covenant must be prepared by an individual person. Additionally, the first page of the Restrictive Covenant must contain the preparer's name, address, and phone number. For Example:**

Prepared by: John Doe
123 Main Street
Coral Gables, FL 33134
Tel No. _____
7. A **money order or cashier's check** for the purpose of recording the Restrictive Covenant is required and should be made payable to the "**City of Coral Gables**" and must accompany the Restrictive Covenant. If any additional pages are added to the Restrictive Covenant such as a blank page or a lengthy legal description, please calculate the recording fee accordingly. **The fee for a one-page Restrictive Covenant is \$13.00 and each additional page is \$8.50. If printed double sided the cost will be the same, each side counts as one page.**
8. **Each Restrictive Covenant must be signed by all property owners as shown on the property deed and the tax rolls. In the event the property is owned by a corporation, then one (1) of the officers of the corporation must sign the Restrictive Covenant, and the Restrictive Covenant must be embossed with the corporate seal.**

REQUIREMENTS FOR UNITIES OF TITLE:

There are two Unity of Title forms. Use the two-page form, if there is no Mortgage on the property. If there is a Mortgage, please use the three-page form, with the third page to be completed by the Lender.

The fee for a Unity of Title two-page document is \$21.50, three-page document \$30.00

The City of Coral Gables must be provided with the following:

1. One (1) original of the Unity of Title Restrictive Covenant is required, which shall be considered a one-page covenant for the purposes of the recording fee unless additional pages are added such as a blank cover page (as outlined in part 2 above) or if the legal description carries over to a second page.
2. One (1) copy of the recorded warranty deed with the Miami-Dade County Clerk's File Number and O.R. Book/Page shown clearly in the upper left hand corner of the deed should be submitted along with the Unity of Title Restrictive Covenant.
3. Each Unity of Title must be signed by all property owners as shown on the property deed and the tax rolls. In the event the property is owned by a corporation, then one (1) of the officers of the corporation must sign the Unity of Title, and the Unity of Title must be embossed with the corporate seal.