Requirements for Unity of Title

Unity of Title Forms

Use the **two-page** form if there is **no mortgage** on the property:

Unity of Title (no mortgage)

Use the **three-page** form if **there is a mortgage**; the third page must be completed by the Mortgage Holder/Lender:

Unity of Title (with mortgage)

To ensure acceptance and timely processing by the City and the Miami-Dade Clerk of Courts, all unity of title documents must comply with the following requirements:

- The Unity of Title must be fully completed and neatly printed or typewritten.
- Illegible documents will not be accepted by the City.
- Failure to comply with the instructions provided below may result in processing delays with the City or rejection of the agreement by the Miami-Dade Clerk of Courts.

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1. Legal Description

The legal description must be **accurate** and include the correct **lot, block, plat book, and page number.**

You can find this information here: Property Search

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2. Preparer Information

The first page must include the preparer's name and address.
Example:
Prepared by: John Doe
123 Main Street
Coral Gables, FL 33134
JohnDoe@mail.com

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3. Property Owner Signature(s)

- All property owner(s) listed on the property appraiser's website must sign the Unity of Title.
- If the property is owned by a corporation or trust, an authorized officer or trustee (as may be listed on Sunbiz) must sign the Unity of Title.
- For corporations formed outside the State of Florida, please submit state documentation showing the authorized officers.

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4. Notarization

Confirm the notary block is **fully completed**, including:

- The notary signature and date are properly filled out.
- The name(s) of the owner(s) are clearly written and legible.
- Check either physical presence or online notarization.
- The notary seal/stamp is included and legible.

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5. Submission Process

Submit your **Unity of Title** through JustFOIA at:

Legal Forms and Resources | Coral Gables

Submit Documents Electronically
Portal to submit legal documents electronically



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6. After Submission

1. You will receive your LFS reference number. Please keep this number for future reference.
2. Your submission will be reviewed and sent to the City Attorney's Office for signature.
3. Once the document is signed by the attorney, you will receive an invoice through JustFOIA.

Rishan Duhaney handles the processing of Unity of Title documents.

Should you have any questions, please contact **Rishan Duhaney** at **305-460-5338** or **rduhaney@coralgables.com**.

Fees for Processing and Recording

$13.00 for the first page, $**8.50** for each additional page.

Unity of Title (no mortgage), **2 pages**: $13.00 + (1 x $8.50) = **$21.50**
Unity of Title (with mortgage), **3 pages**: $13.00 + (2 x $8.50) = **$30.00**

Final Steps

- Once payment is received, the document will be electronically filed with Miami-Dade Clerk of Courts.
- The filing process may take up to six business days. Please be patient.
- Once recorded, a copy of the document will be forwarded to you and Development Services. This completes the process with our department.