



Finance and Administrative Services Department

RECORDS, TAXES, AND TREASURY DIVISION -- Tax Deed Section

115 S. Andrews Avenue, Room GC114 • Fort Lauderdale, Florida 33301 • taxdeeds@broward.org

Instructions and Information to Claim Surplus Funds for Tax Deed Applications Filed After 9/30/18

Pursuant to Chapter 197, F.S., the surplus of a property that was sold at public auction will be held by this office for **120 days** beginning on the date of the Notice of Surplus that was sent by certified mailed to all persons having an interest in the auctioned property as described in section [197.502\(4\)](#), Florida Statutes, as their interest may appear (except for those persons described in section [197.502\(4\)\(h\)](#), Florida Statutes).

To the extent possible, these funds will be used to satisfy in full each claimant with a senior mortgage or lien in the property before distribution of any funds to any junior mortgage or lien claimant or to the former property owner. To be considered for funds when they are distributed, you must file a notarized statement of claim with this office **within 120 days** from the date of the Notice of Surplus. If you are a lien holder, your claim must include the particulars of your lien and the amount currently due. **Any lien holder claim that is not filed within the 120-day deadline is barred.**

Pursuant to 197.581 Florida Statutes, the Tax Deed Section has 90 days from the expiration of the 120-day claim submission deadline to review filed claims and determine proper surplus distribution.

We cannot pay attorney fees that are not court ordered or included in the original recorded lien.

For your claim to be processed, the following documents must be returned by mail or in person with the enclosed affidavit which must be completed in all its applicable parts and notarized. We do not accept affidavits via email as we require original documents with wet signatures.

Evidence of your lien or entitlement to the surplus, and amount currently due (i.e., bills, statements, agreements, account balances, promissory notes, mortgage documents, ledgers, court orders).

If you are an attorney or someone who is acting on behalf of any notified claimant, an affidavit, assignment of rights, power of attorney, contract, or any current document attesting that you are representing your client must be submitted with the claim together with a copy of a valid Government issued I.D. and a valid phone number of both the representative and client.

Previous property owners must submit with their claim evidence of prior ownership such as original deed or title warranty deed, mortgage documents, proof of insurance, tax receipts, home purchase contract, or letter from an HOA (most documents can be dated within 1 year prior to the auction). You only need one of these documents, with copy of a valid Government issued I.D. (valid passport if from a foreign country) and a valid phone number.

Affidavits or documents from foreign countries that require notarization, must be notarized by an U.S. Embassy or Consular Office.

The certified mailed Original Notice of Surplus must also be included with your claim.

Rev. 11/4/2022

Claim To Receive Surplus Proceeds of Tax Deed Sale

In Re: Tax Deed File No. _____

Date of Sale: _____

Folio No. _____

STATE OF _____

COUNTY OF _____

Description of Property:

Complete and return (by mail or in person) to:

RTT/Tax Deed Surplus Process
115 S Andrews Avenue Room GC114
Fort Lauderdale, FL 33301
taxdeeds@broward.org

NOTE: The Records, Taxes and Treasury Division must pay all valid liens before distributing surplus funds to a titleholder.

CLAIMANT NAME _____

CONTACT NAME and PHONE No. (if applicable) _____

ADDRESS _____

PHONE No and E-MAIL ADDRESS _____

___ I am not making a claim and waive any claim I might have to the surplus funds on this tax deed sale.

___ I claim Surplus proceeds resulting from the above tax deed sale.

I am a (check one): ___ Lienholder ___ Titleholder

LIENHOLDER INFORMATION (Complete if claim is based on a lien against the sold property).

TYPE OF LIEN (check one): ___ Mortgage ___ Court Judgment ___ Other

DESCRIBE TYPE OF LIEN IN DETAIL: _____

IF THE LIEN IS RECORDED IN THE COUNTY'S OFFICIAL RECORDS, LIST THE FOLLOWING IF KNOWN:

Recording Date: _____ Instrument# _____ Book _____ Page _____

Original Amount of Lien \$ _____ Amount Due \$ _____ Principal Remaining Due

\$ _____ Interest Due \$ _____ Fees and Costs Due Including late fees) \$ _____

Attorney Fees \$ _____ TOTAL AMOUNT CLAIMED \$ _____

TITLEHOLDER INFORMATION (Complete if claim is based on title formerly held on sold property)

NAME: _____

CURRENT ADDRESS _____

CURRENT PHONE No and E-MAIL ADDRESS _____

NATURE OF TITLE (check one): Deed Court Judgment Other (describe in detail)

IF YOUR FORMER TITLE IS RECORDED IN THE COUNTY'S OFFICIAL RECORDS, LIST THE FOLLOWING IF KNOWN:

Recording Date: _____ Instrument# _____ Book _____ Page _____

AMOUNT OF SURPLUS TAX DEED SALE PROCEEDS CLAIMED \$ _____

DOES THE TITLEHOLDER CLAIM THE SUBJECT PROPERTY WAS HOMESTEAD PROPERTY? (check one) YES NO.

Before me, the undersigned authority, personally appeared _____, who

first being duly sworn, depose and say:

My name is _____. I am over the age of eighteen (18) years.

Signature of Claimant

(IF A CORPORATION, PLEASE INCLUDE CORPORATE SEAL AND ATTACH DOCUMENTS SHOWING THAT PERSON SIGNING HAS THE AUTHORITY TO BIND THE CORPORATION)

Individual Acknowledgement:

State of FLORIDA

County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20_____ by _____, who

Is personally known to me or who produced a _____ as identification, regarding the attached instrument described as _____, and to whose signature(s) this notarization applies.

Notary public signature

Notary public printed name

Corporate Acknowledgement:

State of FLORIDA

County of _____

The foregoing instrument was acknowledged before me by means of physical presence or online notarization this _____ day of _____, 20_____ by _____, _____, of _____ Corporation, on behalf of the corporation state or place of incorporation, He/she,

Name of Officer

Title of Officer

Is personally known to me or who produced a _____ as identification, regarding the attached instrument described as, _____, and to whose signature(s) this notarization applies.

Notary public signature

Notary public printed name