



## APPLICATION FOR CONDITIONAL RE-OCCUPANCY CERTIFICATE

A Conditional Certificate of Re-occupancy is an agreement between a buyer of the property and the City of North Miami. This agreement allows the sale of a property to take place when a Re-occupancy inspection has been denied. Below is a checklist of what you need in order to apply for a Conditional Re-Occupancy.

- \_\_\_\_1. A copy of your denied Re-occupancy inspection report.
- \_\_\_\_2. Cashier's check / money order for \$500.00. (Non-Refundable)
- \_\_\_\_3. Conditional Re-occupancy Application.

Upon completion of the Conditional Re-occupancy application, there will be a copy of the agreement sent to you via email with-in 10 business days. In the agreement, there will be a required deposit in an amount of **up to \$5,000.00** which will be put in to an escrow account. In the agreement, there will be a given time frame of either **180 days** or **365 days** dependent on the violations and the assessments by our staff regarding what violations need to be cured before the sale of the property to obtain an approved re-occupancy inspection. If the inspection is approved with in the time prescribed, a refund will be issued in the full amount that was put in to escrow. Failure to comply with the requirements listed in the agreement, the refund will be forfeited. Please see agreement checklist below.

- 1. \_\_\_\_ Printed Conditional Agreement signed by the buyer.
- 2. \_\_\_\_ Cashier's check or money order for Agreement amount.
- 3. \_\_\_\_ Recording fees- 2 separate cashier's checks or money orders in the amount of \$18.50 & \$44.00

Once you have received a receipt for the required deposit, the sale of the property may take place.

**CITY OF NORTH MIAMI  
APPLICATION FOR CONDITIONAL  
CERTIFICATE OF REOCCUPANCY**

Date of Application: \_\_\_\_\_ Folio Number: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Person to Contact (other than Buyer): \_\_\_\_\_

Telephone number of contact: \_\_\_\_\_

Buyers name as it is to appear on the Conditional Certificate: \_\_\_\_\_

Buyers E-mail: \_\_\_\_\_

Buyers Mailing Address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICATION FEE: \$ 500.00**

**PAID #** \_\_\_\_\_

**\*\*CASHIERS CHECK OR MONEY ORDER ONLY\*\***

**\*NO REFUNDS\***

**OFFICIAL USE ONLY**  
**DOCUMENTS ATTACHED FOR CITY MANAGERS REVIEW**

\_\_\_\_\_ CERTIFICATE OF REOCCUPANCY DENIAL

\_\_\_\_\_ MICROFILM RECORDS

\_\_\_\_\_ DADE COUNTY PROPERTY RECORD

\_\_\_\_\_ VARIANCE/COVENANT

\_\_\_\_\_ COMPUTER PERMIT RECORDS

\_\_\_\_\_ UTILITY BILLING RECORD

\_\_\_\_\_ REALTY CARDS

\_\_\_\_\_ OCCUPATIONAL LICENSE

**Manager & City Attorney**

\_\_\_\_\_ Approved by City Manager for **180 Days** \_\_\_\_\_ Date: \_\_\_\_\_  
for **365 Days** \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Denied by City Manager \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Sent to City Attorney's Office \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Certificate prepared and sent to Building & Zoning \_\_\_\_\_ Date: \_\_\_\_\_

City of North Miami Development Services Department  
12340 NE 8th Avenue, North Miami, FL 33161  
305-895-9820