

City of Key Colony Beach

P.O. BOX 510141, KEY COLONY BEACH, FL 33051-0141 • PHONE (305) 289-1212
FAX (305) 289-1767



Date: July 2, 2022

To: Attorney/Closing Agent/Realtor/New Owner

RE: Property Transfer Procedures

1. Prior to closing, (48-hour courtesy) you will need to submit a request for a Property Inquiry/Estoppel Letter (*form attached*) to make sure the property has no open permits, citations, code violations or wastewater invoices. If a request was submitted and it has been more than **30 days**, it is strongly advised to submit a new request as the closing date approaches to avoid missing any outstanding items on the property that may affect the buyer.
2. Once the property closes, the following will be **required** to process a property transfer with the City of Key Colony Beach:
 - a) Copy of the executed Warranty Deed
 - b) Transfer Fee: \$200.00 for Single Family* or Vacant Lots
\$100.00 Condominium Units
 - c) Separate check for any unpaid citations
 - d) Completed Customer Contact Sheet for new property owner
(*form attached*)

**if the transfer is for a duplex/multi-family unit a fee must be paid per unit/house #.*

Please note, **a property transfer will not be completed until the above is received.** In the event the closing agent does not adhere to these procedures it will be the responsibility of the new owner to pay the transfer fee, close open permits and resolve any citations or code violations on the property.

If you have any questions in regard to any of the above please contact
305-289-1212, option #2 or
email at clerk2@keycolonybeach.net

Thank you!