



# **City of North Miami Beach, Florida**

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## **BUILDING DEPARTMENT**

### **CLAIMANT FORM AND DISCLAIMER AFFIDAVIT INSTRUCTIONS**

When there are two parties named for an unclaimed property refund, the State of Florida requires that the City of North Miami Beach perform due diligence to ensure that the correct party is paid. For example, this occasionally occurs when an insurance claim lists both the insured as well as the company authorized to perform the repairs or when a permit is paid by a contractor instead of the property owner as a condition of the contract. The Claimant Affidavit form indicates which party should receive the refund. Depending on the specific terms and conditions of the relationship/contract between the two parties, the party that will **not** receive the refund must complete the Claimant Affidavit form.

#### **Instructions for completing Claimant Form & Disclaimer Affidavit:**

The City of North Miami Beach will complete the top portion indicating the bond number, account name and amount in question.

The form will be sent to the first party that submitted a request for refund of the claim.

The decision on which party completes the form is dependent on the relationship between the two parties and/or the terms and conditions of any contract and should be decided by the two parties involved.

It is the responsibility of the first party (claimant) to contact and secure the signature of the second party (non-claimant).

1. The second party is giving up any claim to the refund.
2. The second party should indicate who should receive the check. In the proper space provided the complete name and address.
3. Documentation (such as the contract indicating which party is liable for payment to or entitled to payment from the City) should be attached.
4. Attach a photocopy of both parties current identification.
5. Include a contact phone number for both parties.
6. The second party (non-claimant)'s signature must be properly notarized.

Once submitted to the City of North Miami Beach, the first party claimant signing the form **will receive** a refund check from the City of North Miami Beach. The second party (non-claimant) will receive notification thereof.

#### **Specific example: Building Division**

*Example A:* Property Owner hires Contractor to do work at Property Owner's home. The contract for the work to be performed indicates that the price quoted includes cost of permits. Contractor secures the permits. Contractor requests the refundable bond portion from the permit. Contractor receives the Claimant Form & Disclaimer Affidavit which must be completed by both parties. Property Owner indicates that he is the property owner, he signs and notarizes the form and attaches copies of the contract/quote, Property Owner's current driver's license and phone number and that Contractor should receive the refund. The documents are then submitted back to the City of North Miami Beach.



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*Example B:* Property Owner hires Contractor to do work at Property Owner's home. The contract for the work to be performed indicates that Contractor is responsible for securing permits and that Property Owner will reimburse Contractor for the cost of the permits (price does not include the cost of permits). Contractor secures the permits and is reimbursed by the Property Owner. Contractor requests the refundable bond portion from the permit. Contractor receives the Claimant Form & Disclaimer Affidavit and indicates that Property Owner should receive the refund. The Contractor, signs and notarizes the form, attaches copies of the contract/quote, his current driver's license, phone number and submits the documents to the City of North Miami Beach.



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BUILDING DEPARTMENT

## **CLAIMANT FORM AND DISCLAIMER AFFIDAVIT**

### **CLAIM FOR REFUNDABLE BOND PROCEEDS**

I, \_\_\_\_\_, hereby claim entitlement to the refundable proceeds of the following bond, which was paid and delivered to the City of North Miami Beach:

Building Permit Number: \_\_\_\_\_

Permit Date Issued: \_\_\_\_\_

Project Street Address(s): \_\_\_\_\_

Type of Bond(s): \_\_\_\_\_

Bond Amount(s): \_\_\_\_\_

I am providing documentation to prove and/or support my entitlement to these funds. I hereby swear or affirm that I am / was the:

\_\_\_\_\_property owner

\_\_\_\_\_contractor (agent of the property owner)

in the project listed above. I authorize the City of North Miami Beach to provide my name and address to any future claimants of the account listed above. I agree to indemnify and hold harmless the City of North Miami Beach, its agents, officers, employees and assigns from any and all claims arising out of payment to me of these funds.

\_\_\_\_\_  
Claimant's current driver's license number  
or other ID **(copy attached)**

\_\_\_\_\_  
Claimant Name printed

\_\_\_\_\_  
Claimant's current address

\_\_\_\_\_  
Claimant Signature

**THE REVERSE SIDE OF THIS FORM MUST BE  
COMPLETED.**



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### **DISCLAIMER OF RIGHT TO REFUNDABLE BOND PROCEEDS**

TO BE SIGNED BY PROPERTY OWNER OR CONTRACTOR OF RECORD (OTHER THAN CLAIMANT ON THE REVERSE SIDE) WHO **WILL NOT** RECEIVE THE BOND PROCEEDS.

Building Permit Number: \_\_\_\_\_

Permit Date Issued: \_\_\_\_\_

Project Street Address(s): \_\_\_\_\_

Type of Bond(s): \_\_\_\_\_

Bond Amount(s): \_\_\_\_\_

Under penalties of perjury, I hereby swear or affirm that I disclaim and relinquish any interest in the above referenced funds. It is my understanding that the City of North Miami Beach should pay these funds to:

\_\_\_\_\_  
Claimant Property Owner or Contractor

I have attached a copy of my current identification. My phone number is \_\_\_\_\_.

\_\_\_\_\_  
Current address, city, state, zip

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

by \_\_\_\_\_.

Personally known: \_\_\_\_\_ or produced identification: \_\_\_\_\_

Type of Identification produced: \_\_\_\_\_

Signature of Notary Public: \_\_\_\_\_

Stamp Commissioned Name of Notary Public: