

## Condominium Documents

With the increasing sales of new and used condominiums and conversion of rental apartments to the condominium form of ownership I thought you would like to know how to obtain a copy of the recorded condominium documents for these buildings.

This is a two website and two step processes. The first step is to use the Miami-Dade County Property Appraiser's records to obtain the Official Record Book and Page Number where the documents are recorded. The second step is to use these numbers to view the actual documents on the webpage of the Clerk of the Court.

To obtain the Official Records Book and Page Number go to the webpage for the property appraiser at [www.miamidade.gov/pa](http://www.miamidade.gov/pa) click on "Property Search" on the left side of the page and then click the green button "Begin Search". On the new page along the left side click on the down arrow below "Search By" and select the search criteria. Enter the required information

to view the property data sheet for the property. Scroll down to the section entitled "Legal Description" and copy the numbers following "REC". They will look like this "REC 1111-222".

Now open a new webpage for the Clerk of the Court at [www.miamidadeclerk.com](http://www.miamidadeclerk.com). On the left side of the page click on "Search Recorded Documents" then click on "Standard Record Search" and then on the new page along the top click on "Recording Book/Page". Enter the numbers you saved from the Property Appraisers records and you will be able to read and print the condominium documents.

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