



## City of Coral Gables Development Services Department

### PROOF OF OWNERSHIP DOCUMENTS

Definition of ownership:

*Florida Statutes Chapter 713 defines an owner as “a person who is the owner of any legal or equitable interest in real property, which interest can be sold by legal process, and who enters into a contract for the improvement of real property.”*

NOTE: Permits will only be issued to the legal owner of the property.

If the ownership is not verifiable by this Department’s property records, you must provide additional documents as proof of ownership. Examples, but not limited to:

#### **Private Ownership:**

- Recorded Warranty Deed;
- Power of Attorney

#### **Corporate Ownership:**

- Recorded warranty deed.
- Minutes transcribed at a corporation meeting or at the annual meeting which include a list of names of its current directors and officers.
- The Corporations recent annual report submitted to Department of State.
- Copy of the “Florida Department of State” web site, “Division of Corporations,” i.e., page showing the corporate information.

#### **Permit applicants with unrecorded Warranty Deeds:**

If you have recently purchased a property in the City of Coral Gables and the warranty deed has not been recorded and/or Miami-Dade County Property Appraiser’s web page has not been updated: Provide all of the following:

1. Copy of the unrecorded warranty deed.
2. Copy of the Bill of Sale.
3. Completed Acceptance for Proof of Ownership & Indemnification Agreement Form.
  - The Form must be signed and notarized by **all** the owners named in the warranty deed.
  - If the property is owned by a corporation the signer’s name must appear on the Florida Department of State Division of Corporations web page (sunbiz.com).
  - If not a Florida Corporation, the City Attorney will need to review the request.

**ACCEPTANCE FOR PROOF OF OWNERSHIP & INDEMNIFICATION AGREEMENT**

I, [property owner(s)] \_\_\_\_\_, represent that I am the property owner(s) of the property located at [insert address] \_\_\_\_\_, Coral Gables, FL [zip-code] \_\_\_\_\_. The closing documents for the above property were executed on [insert closing date]\_\_\_\_\_ and the original warranty deed was sent to Miami Dade County Property Appraiser’s Office for recording. Attached to this agreement is a copy of the unrecorded deed and bill of sale/settlement statement for the above mentioned property address. I, [property owner(s)] \_\_\_\_\_ further agree to indemnify, defend, and hold harmless the City of Coral Gables, its commissioners, attorneys, officers, consultants, agents, and employees from and against all claims, damages, losses, and expenses direct, indirect, or consequential (including but not limited to fees and charges of attorneys and other professionals and court and arbitration costs) arising out of or resulting, in whole or in part, from the City of Coral Gables’ acceptance of the attached documentation as proof of ownership for the above property. I understand that the above defense provision shall be construed broadly such that the undersigned must pay for the City’s defense anytime the City (including its commissioners, attorneys, officers, consultants, agents, or employees) is sued based upon the acceptance of the attached documentation as proof of ownership discussed herein or any allegations related thereto. Moreover, I agree that nothing in this Indemnification and Hold Harmless provision shall be considered to increase or otherwise waive any limits of liability, or to waive any immunity, established by Florida Statutes, case law, or any other source of law afforded to the City of Coral Gables, its commissioners, attorneys, officers, consultants, agents, and employees.

BY SIGNING THIS AGREEMENT THE UNDERSIGNED WARRANTS AND AGREES THAT SHE/HE HAS AUTHORITY TO ENTER INTO THIS AGREEMENT AND HAS CONSULTED WITH AN ATTORNEY OR KNOWINGLY WAIVED THE RIGHT TO DO SO AND FULLY UNDERSTAND, ACCEPTS, AND AGREES TO THE TERMS CONTAINED HEREIN.

Property Owner(s):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

STATE OF FLORIDA)  
COUNTY OF MIAMI-DADE)

The foregoing instrument was acknowledged to me this \_\_\_\_ day of \_\_\_\_\_, 20  
by \_\_\_\_\_ who is personally known to me or has produced  
a \_\_\_\_\_ as identification.

My Commission expires:

\_\_\_\_\_  
Notary Public, State of Florida