



Office of the City Clerk

**UPDATED LIEN SEARCH REQUEST**

**DATE:** \_\_\_\_\_

**REGULAR:** **THRE IS A \$35 FEE PER FOLIO NUMBER FOR REGULAR SERVICE (5 BUSINESS DAYS). FOLIO NUMBERS WITH UNITS GREATER THAN FIVE UNITS WILL HAVE AN ADDITIONAL FEE OF \$10.00 PER UNIT.**

**RUSH:** **THERE IS A \$55 FEE PER FOLIO NUMBER FOR RUSH SERVICE (1 – 2 BUSINESS DAYS). FOLIO NUMBERS WITH UNITS GREATER THAN FIVE UNITS WILL HAVE AN ADDITIONAL FEE OF \$10.00 PER UNIT.**

**PLEASE NOTE THAT THE LIEN SEARCH INCLUDES: SPECIAL ASSESSMENTS, WATER, SEWER, SOLID WASTE, RECYCLING, STORM, WATER UTILITY, CODE, OPEN PERMIT EXAMINATIONS, AND LIENS PLACED BY THE CITY.**

**AFTER THIRTY DAYS (30) DAYS,A NEW LIEN SEARCH SHALL BE REQUIRED.**

**TO:** **CITY OF FLORIDA CITY /ATTN: CITY CLERK’S OFFICE  
404 WEST PALM DRIVE- 2<sup>ND</sup> FL  
FLORIDA CITY, FL 33034**

**FROM:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**TELEPHONE & FAX #:** \_\_\_\_\_

**FOLIO # OF REQUEST:** \_\_\_\_\_

**PROPERTY ADDRESS OF REQUEST:** \_\_\_\_\_

**YOUR REQUEST WILL BE EITHER E -MAILED OR FAXED TO YOU UNLESS A SELF ADDRESSED, STAMPED ENVELOPE IS PROVIDED.**

**REVISED: MAY 28, 2013- RESOLUTION NO: 13-14**