



**City of North Lauderdale**  
 701 SW 71 Avenue  
 North Lauderdale, Fla. 33068  
 Phone: 954-724-7040 Fax: 954-720-2151

## Lien Search Request Form

**NOTICE:**

The requesting party assumes all responsibility for the accuracy and completeness of the property description provided to the City. The information provided herein is not intended as a substitute for information that may be in public records.

North Lauderdale's City Clerk's office provides information on water and sewer accounts, Code Enforcement violations, permits and liens assessed by the City. Results provided are based on information available at the time a search is completed and signed by the Deputy City Clerk.

To request a lien search, there is a \$40 charge per search. Searches take approximately 3-4 business days to complete. Currently, we are experiencing a large volume of lien search requests. Therefore, it is advised that you make your request within a reasonable time in anticipation of the property closing.

Once a lien search is completed, and there are liens against the property, a request for lien payoff calculations must be submitted to the Community Development Department at 954-724-7069. There is a \$50 fee for Lien Settlement Requests and the form can be found on our website at <http://www.nlauderdale.org/commdev/communitydevelopment.html>. A property must be in compliance before payoff calculations can be completed.

If you have any questions, please call the City Clerk's office at 954-724-7040.

<b>Date of request:</b>	
<b>Requestor:</b>	
<b>Affiliation with property: (i.e.: owner, broker, buyer, etc.)</b>	
<b>Address:</b>	
<b>City, State, Zip Code:</b>	
<b>Daytime number:</b>	
<b>Fax number:</b>	
<b>How would you like the City Clerk's office to return results of the lien search to you?</b>	<input type="checkbox"/> <b>Mail</b> <i>(please provide a self-addressed stamped envelope)</i> <input type="checkbox"/> <b>Fax</b> <input type="checkbox"/> <b>Email</b>
<b>Property address</b>	
<b>Folio Number</b>	
<b>Current Property Owner:</b>	

**Utility information:**

<b>Account Number</b>	<b>Open</b>	<b>Closed</b>	<b>Security Deposit</b>	<b>Final Bill Calculated</b>	<b>Balance due as of</b>

- Please call the North Lauderdale **Utility Billing department at 954-722-3800** to determine the **Final Payment Due.**
- Please have the seller/tenant close the water account before property closing.
- This property is serviced by a **Master Meter/Condominium Association** or Homeowners Association.
- This property is serviced by the **Office of Environmental Services, 954-831-3250.**

- 
- There are **NO** recorded City of North Lauderdale liens against this property.
  - There are **NO** open **Building Permits** on this property.
  - There are **NO** active **Code Violations** against this property.
  - There is/are open **Building Permits** for this property. Please see attached. Contact the Community Development Department at 954-724-7069 for additional information.
  - There is/are active **Code Violations** on this property. Please see attached. Contact the Code Enforcement Division at 954-724-0878 for a re-inspection of the property.
  - There are **City of North Lauderdale liens** against this property. Please see attached.

**A lien exists upon other real or personal property owned by the violator and pursuant to Florida Statutes 162.09 shall be considered in the settlement of said property.**

**The requesting party must submit a Lien Settlement Request Form. Due to the large volume of lien settlement requests we are currently receiving, settlements take up to 4-to-6 weeks to complete once all code violations on the property have been complied by property owner and confirmed to be in compliance by the Code Enforcement Division.**

**You can download a copy of the Lien Settlement Request Form from our website at <http://www.nlauderdale.org/commdev/communitydevelopment.html>.**

\_\_\_\_\_  
Signature – Deputy City Clerk

\_\_\_\_\_  
Date

**DISCLAIMER OF LIABILITY**

The foregoing information is believed to be reliable, but is not guaranteed as to the accuracy or completeness by the City of North Lauderdale. In no event shall the City of North Lauderdale be liable for any direct, indirect, incidental, consequential, special or exemplary damages, of any kind of nature whatsoever, arising out of, or in connection with the provision of this information. This information is subject to change without notice.