



**City of North Lauderdale**  
 Community Development Department  
 701 SW 71<sup>st</sup> Avenue  
 North Lauderdale, FL 33068  
 P: (954) 724-7069  
 F: (954) 720-2064

## Lien Settlement Request Form

**APPLICATION FEE: \$55.00**

Application No.: LSR \_\_\_\_\_

**Notice:**

Lien settlements are provided based on information available at the time the lien settlement research is completed and a letter is signed by the Assistant Director. The requesting party is responsible for verifying that the information provided herein is accurate at the time of closing. The lien settlement letter is not intended as a substitute for information that may be in public records. The requesting party assumes all responsibility for the accuracy and completeness of the property description provided to the City.

To request a lien settlement, the property **must** first be in compliance. There is a **\$55** processing fee per address requested. Due to the large volume of lien settlement requests we are currently receiving, settlements may take approximately 4-6 weeks to complete after the property is in compliance. Therefore, it is advised that you make your request within a reasonable time in anticipation of the property closing date. There will be an additional charge for updates which may include a new application and fee depending upon the length of time elapsed since the filing of the original request.

If you have any questions, please contact the Community Development Department at 954-597-4746 or by fax to 954-720-2064.

<b>Date of request:</b>	
<b>Requestor's Name:</b>	
<b>Affiliation with property: (i.e.: owner, broker, etc.)</b>	
<b>Requestor's Company Name and Address: (where City should send correspondence)</b>	
<b>City, State, Zip Code:</b>	
<b>Daytime phone number:</b>	
<b>Fax number:</b>	
<b>Email address:</b>	
<b>How would you like Community Development to return the results of the lien settlement to you?</b>	<input type="checkbox"/> <b>Mail</b> (please provide a self-addressed stamped envelope) <input type="checkbox"/> <b>Fax</b> <input type="checkbox"/> <b>Email</b>
<b>Property address:</b>	
<b>Full Name of Owner:</b>	

**COPY OF RECENT LIEN SEARCH MUST BE SUBMITTED**

**Previous Owner and Address (if less than 6 months):**

<b>Is property currently bank or trust-owned?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>
<b>Name of Bank/Trust:</b>	
<b>Does bank/trust have interest in other properties?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, please identify all addresses on separate sheet of paper.*
<b>Was property that is subject of this request foreclosed?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, please provide the following:** <input type="checkbox"/> <b>Lis Pendens</b> <input type="checkbox"/> <b>Final Judgment</b> <input type="checkbox"/> <b>Certificate of Title</b>
<b>Is this property the subject of a bankruptcy?</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> If yes, please provide judgment
<b>Was this property acquired through a tax deed?</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> If yes, please provide title
<b>Are there any City liens on this property?</b>	<input type="checkbox"/> <b>No</b> <input type="checkbox"/> <b>Yes</b> If yes, please include copies. These liens will require separate settlement payments.
<b>Are there code violations on the property?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, please provide proof that property is in compliance. A lien settlement request will not be processed unless all violations are cured.
<b>Is property vacant/abandoned?</b>	<input type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b> If yes, please obtain property registration form from City website and provide proof of registration. ***
<b>Estimated closing date:</b> <b>There are no assurances that the City can meet the timeframe. Please allow sufficient time for the lien settlement process.</b>	<input type="checkbox"/> <b>Provide copy of sales contract if available.</b>

\*NOTE: Failure to disclose all addresses may result in substantial delays and additional fees for this request

\*\*NOTE: Failure to enclose all requested documentation may result in substantial delays in the processing of your application.

\*\*\*NOTE: A lien settlement request will not be processed unless proof of registration is provided.