



Lien Inquiry Form

LIF #: _____

Date: _____

From: _____

Inquiry for:

Liens/Assessments

Phone: _____ Fax: _____

Utility Balance

Your File: _____ Prepaid Rec't: _____

Include a \$100.00 check for each address/account; allow five (5) business days for processing. Liens received after 2:00 p.m. will be processed the next business day.

Property Information:

Owner: _____

Property Address: _____ City: _____

Folio: _____

Legal Description:

Lot _____ Block _____ S/D _____

O/R Book and Page _____/_____

Closing Date: _____

Type of Property: (Type of Property and Number of Units Must be Provided)

- Private Home Condo Townhouse Co-Op
- Mobile Home Store Warehouse Multi-Family

Vacant Land (Include full legal and site map outlining the parcel and clearly showing street references.)

Commercial Property, Number Of Units/Accounts _____

Information Provided (City use only):

Finance Report: Yes

Public Service Report: Yes

Code Enforcement Report:

Lien(s): _____ Case No. _____

Open Case(s): _____ Case No. _____

Date returned to client: _____

Signed: _____

NOTICE: This information is not given to induce reliance from the recipient. The city does not warrant the accuracy or completeness of this information. The provision of this information to the recipient does not stop the city from correcting any errors or updating the information provided.

Lien Inquiry Instruction Sheet

Mail completed form to:

City Of Sunrise
City Clerk's Office
10770 W. Oakland Park Blvd.
Sunrise, FL. 33351-6899
Phone: (954) 746-3333
Fax: (954) 578-3952

REQUIRED FOR ALL LIEN INQUIRIES:

- Fee is \$100.00 per address/account
- Send a signed check made payable to the City of Sunrise
- Allow 5 business days for processing
- Liens received after 2:00 p.m. will be processed the next business day
- Use the City of Sunrise Lien Inquiry Form, not a cover letter
- Lien Inquiry Form is available at www.sunrisefl.gov
- Provide folio number
- Enclose a self-addressed, stamped envelope for lien response
- Address inquiry to City Clerk's Office
- Call to ensure address is within Sunrise service area
- Updates must be faxed to City Clerk's Office @ 954-578-3952
- Updates available within 30 days without additional charge
- Check the public records of Broward County for any other possible outstanding liens or assessments
- Up to 20 prepaid lien inquiries are available in increments of 5