Lien Inquiry Form

Date: _____ From: _____

_____

_____

Inquiry for:

☐ Liens/Assessments

☐ Utility Balance

Phone: _____ Fax:_____

Your File: _____ Prepaid Rec't: _____

Include a $25.00 check for each address/account; allow 7 – 10 days for processing.

Property Information:

Owner: _____

Property Address: _____ City: _____

Folio: _____

Legal Description:

Lot_____ Block_____ Sub-Division_____

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: ___ Public Service Report: ___ Code Enforcement Report: _____

Date returned to client:_____ Signed: _____

NOTICE: This information provided by the City is not intended 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 estop the city from correcting any errors or updating the information provided.

LIF # :

Lien Inquiry Instruction Sheet

Mail completed form to:

City Clerk
City Of Sunrise
10770 W. Oakland Park Blvd.
Sunrise, Fl. 33351-6899
Phone: (954) 746-3333
Fax: (954) 746-3439

For City of Weston properties, send your request on firm's letterhead and faxed requests are not accepted. Send the fee and inquiry to:

The City Of Weston
210 N. University Drive
Suite 301
Coral Springs, Fl. 33071
Phone: (954) 753-5841

For all lien inquiries (excluding City of Weston):

- The fee is $25.00 per address/account
- Allow 7 – 10 days for processing
- Provide folio number
- Enclose a self-addressed, stamped envelope
- Send the signed check or money order payable to the City of Sunrise
- Send the City of Sunrise Lien Inquiry Form, not a cover letter
- Do not use paper clips or staples
- Address the envelope to "City Clerk"
- Call to ensure the address for which information is requested is within the Sunrise service area
- Update requests must be made to the City Clerk in writing (fax is accepted)
- Updates are available within 30 days without additional charge
- Up to 20 prepaid lien inquiries may be purchased in increments of 5
- Check the public records of Broward County for any other possible outstanding liens or assessments