

CITY OF HOLLYWOOD, FLORIDA LIEN SEARCH REQUEST FORM

QUESTIONS ABOUT THIS LIEN SEARCH REQUEST FORM?
Please call Customer Service at (954) 921-3246 for assistance.

IMPORTANT NOTICE

The requesting party assumes all responsibility for the accuracy and completeness of the property description information provided to the City, including the property identification number, property address, and legal description. Note that property identification numbers can have more than one corresponding address, and all relevant addresses must be listed.

Date of This Request:	
Requesting Party's Name:	
Company Affiliated With:	
Address:	
City, State, Zip Code:	
Best Daytime Phone Number to Reach You:	
Fax Number:	
Email Address:	
How do you want the City's Lien Search report delivered to you?	<input type="checkbox"/> Mail it <input type="checkbox"/> Fax it <input type="checkbox"/> Email it
Property Address to be Searched:	
Property Identification Number:	
Legal Description:	
Owner of Record:	
File Number:	
Type of Lien Service Selected:	<input type="checkbox"/> \$207 Expedited Service Residential <input type="checkbox"/> \$137 Standard Service Residential <input type="checkbox"/> \$374 Expedited Service Non-Residential <input type="checkbox"/> \$274 Standard Service Non-Residential Additional Charges may apply. See Below
Payment Method:	<input type="checkbox"/> Check <input type="checkbox"/> Cash
Check #:	

SIGNATURE

I hereby request that the City conduct a search of outstanding liens and assessments on the property cited above. I have paid the non-refundable lien search fee for either standard or expedited service as applicable to residential or non-residential property. I assume all responsibility for the accuracy and completeness of the property description information I have provided above. I understand that performance of the lien search by the City of Hollywood will not relieve the requesting party from the responsibility of searching the public records of Broward County, Florida, for any and all liens or other documents recorded by the City of Hollywood, Florida against the property and/or property owner.

Signature: _____ Printed Name:

You may submit your completed Lien Search Request Form in one of three ways:

1. **Mail it** along with your check or money order for either \$137.00 for standard service / \$207.00 for expedited service for residential property or either \$274.00 for standard service / \$374.00 for expedited service for non-residential property. The check should be made payable to the City of Hollywood and mailed to: Treasury Services-Lien Search, City of Hollywood, P.O. Box 229045, Hollywood, FL 33022-9045.
2. **Hand deliver it** to the Treasury Services Division/Collections and Liens, City of Hollywood, 2600 Hollywood Boulevard, Room 103, Hollywood FL 33020. Pay the lien search fee for either \$137.00 for standard service / \$207.00 for expedited service for residential property or either \$274.00 for standard service / \$374.00 for expedited service for non-residential property by cash, check/money order, or credit card.
3. **Online** by going to the City's website at www.hollywoodfl.org and completing the online Lien Search Request form by selecting "Online Lien Search Request". Once the online form is completed and electronically submitted the requestor will be redirected to where payment can be made using a credit card for either \$137.00 for standard service/ \$207.00 for expedited service for residential property or either \$274.00 for standard service / \$374.00 for expedited service for non-residential property. A confirmation number will be provided once the payment has been processed.
4. Additional charges of \$12 per meter may be assessed based on the number of meters on property which must be paid separately referencing the original request ID.

PLEASE NOTE THAT YOU MUST SUPPLY THE PROPERTY IDENTIFICATION NUMBER FOR EVERY LIEN SEARCH THAT YOU REQUEST. You must provide the property identification number on the City's Lien Search Request Form so the City is certain of the exact parcel you wish to be searched. The property identification number is also known as the "folio" or "parcel" number.

If you do not know the property identification number for a property, you can go to the Broward County Property Appraiser's website at www.bcpa.net and conduct a "Property Search" by either the owner name or property address. Once the page for the property is accessed, you will find the property identification number located in the top right hand corner of the page (it is shown as "ID #").