

LIEN INQUIRY REQUEST FORM

INSTRUCTIONS: All checks made payable to City of Miramar. A self-addressed, stamped envelope must be included for each inquiry. Allow 5 to 7 working days for each property address. Vacant land request can't be processed as a RUSH Request. Due to heavy volume of inquiries, request will not be faxed unless the request is 7 days overdue or a RUSH request. ALL requests must be written. Please send payments to: City of Miramar Finance/Lien Dept 2300 Civic Center Place, Miramar FL 33025. \* Lien Inquiries are good for 30 days after the date at the bottom of the form \*

TO: CITY OF MIRAMAR
Attn: Lien Request-Finance
2300 Civic Center Place
Miramar, FL 33025
(954) 602-3040 phone

FROM:
ADDRESS:
CITY:
STATE: ZIP:
ATTENTION:
PHONE:
FAX:
EMAIL:

businessstax@ci.miramar.fl.us email

- ( ) REGULAR REQUEST: \$35.00 PER ADDRESS (MUST ALLOW 5 TO 7 WORKING DAYS TO PROCESS)
( ) RUSH REQUEST: \$100.00 PER ADDRESS (MUST ALLOW 3 WORKING DAYS TO PROCESS)

PROPERTY INFORMATION (Please Type or Print Clearly)

Property Address:
Folio Number: (LIEN SEARCHES ARE NOT PROCESSED BY FOLIO NUMBERS)
Name of Buyer: Name of Seller:
Anticipated Closing Date:

\*\*\*Please indicate if request is for a Vacant Land\*\*\* FOLIO NUMBERS are for Vacant Land Request.

Building/Permit searches must be request for violation information in the Building Department. The request is \$75.00 per address. The Lien Inquiry Request is INCOMPLETE without the Building Search. The request can be mailed or delivered to 2200 Civic Center Place Miramar FL 33025. Please call (954)602-3217 for more information on building searches. Thank You.

LIEN INQUIRY RESPONSE (City of Miramar Use Only)

City of Miramar Utility Account Number:
Utility and/or Sanitation Balance \$, through only.
Maintenance Assessments \$, type
Special Assessments \$. (Special Assessments are for Vacant Land Only)
False Alarm Account Number: Balance Due \$
Roll Off Account Number: Balance Due \$
Sewer Connection Number: Pay-off amount \$

Code Compliance Violation(s) YES NO If yes is marked, you must fax a copy of this completed lien request form to Code Compliance for violation and/or payment information. (954)602-3608 fax. City of Miramar Code Compliance is not responsible for records prior to 2006. It is the responsibility of the requestor pursuant to FS. 162/Records item 236.

The City of Miramar does not provide water service to this address. (Check if appropriate) Please contact Broward County Utilities at (954) 831-3250.

Wells and Septic Tanks Only. Association Pay Utility Bills. (Check if appropriate)

NOTE: The balance shown is for service through the date indicated only. Additional charges will be due after this date. Please fax this completed lien request form to (954)602-3650 for utility billing (water) updates. Please allow 2 business days for your update request to be returned. Please call (954) 602-3061 for all other balances except water, Code and Building. This response excludes Liens for real estate taxes and certain code violations, which are handled by the Broward County Tax Collector (954) 831-4000.

Signature: Date: