



Lien Inquiry Form

LIF #: _____

Date: _____

From: _____

Check box for account history/ledger:

Email: _____

Phone: _____ Fax: _____

CHECK BOX IF THIS A RENTAL PROPERTY/ADDRESS:

Your File: _____ City Receipt #: _____

IF YES, PLEASE PROVIDE MOVE-OUT DATE: _____

Include a \$100.00 check for each address/account; allow 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: _____

Type of Property:

Private Home

Condo **(IF THIS IS SERVICED UNDER A MASTER METER ACCT., INDIVIDUAL ACCOUNT HISTORIES CANNOT BE PROVIDED)**

Commercial Property **(IF THIS IS SERVICED UNDER A MASTER METER ACCT., INDIVIDUAL ACCOUNT HISTORIES CANNOT BE PROVIDED)**

Vacant Land Include full legal description, site map outlining the parcel with street references

Information Provided by the City of Sunrise (CITY USE ONLY):

CODE ENFORCEMENT:

- Liens – See attached sheet for cases and estimated pay-off amounts
- PM Liens – see attached sheet
- Open Cases – see attached sheet for listed cases
- Active Cases - see attached sheet for listed cases
- N/A – Property is not located in Sunrise
- No Liens

Lien Amnesty Application

Date returned to client: _____ Signature: _____

NOTICE: Special assessments are included on the Broward County Real Estate Tax Bill. The information on this form 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
(Prepaid Accounts Only) LienInquiries@sunrisefl.gov

REQUIRED FOR ALL LIEN INQUIRIES:

- Fee is \$100.00 per address/account
- Send a signed check made payable to the City of Sunrise or contact the City Clerk's office at (954) 746-3333 to pay by credit card
- Provide folio number
- Provide email address to ensure responses are received in a timely manner
- Call to ensure address is within Sunrise service area
- Use City of Sunrise Lien Inquiry Form, available at www.sunrisefl.gov
- Liens received after 2:00 p.m. will be processed the next business day
- Allow 3-5 business days for processing
- Updates must be emailed to City Clerk's Office to Kathy Keenan at kkeenan@sunrisefl.gov or Bernita Sherrod at bsherrod@sunrisefl.gov
- Updates available within 30 days without new lien inquiry fee
- Check the public records of Broward County for other possible outstanding liens or assessments