Lien Inquiry Form

LIF #: _____

Date: _____   From: _____

_____

Inquiry for: Email: _____

☐ Liens/Assessments   Phone: _____ Fax: _____

☐ Utility Balance   Your File: _____ Prepaid Rec't: _____

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: _____   Closing Date: _____

Lot_____ Block_____ S/D_____ O/R Book and Page _____/_____

Type of Property:

☐ Private Home   ☐ Condo

☐ Commercial Property, Number Of Units/Accounts:_____

☐ Vacant Land Include full legal and site map outlining the parcel and clearly showing street references:

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

| Yes | **Finance Report** |

| Yes | **Public Service Report** |

| Yes | **Code Enforcement** |

☐ **Liens – See attached sheet for cases and estimated pay-off amounts**
☐ **Open Case Nos.:_____** ☐ **Lien Amnesty Application**
☐ **N/A – Property is not located in Sunrise**
☐ **No Liens**

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
        LienInquiries@cityofsunrise.org

REQUIRED FOR ALL LIEN INQUIRIES:

- Fee is $100.00 per address/account
- Send a signed check made payable to the City of Sunrise
- 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
- 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 5 business days for processing
- Updates must be emailed to City Clerk's Office
- Updates available within 30 days without additional charge
- Up to 20 prepaid lien inquiries are available in increments of 5
- Check the public records of Broward County for other possible outstanding liens or assessments