



## CITY OF HAINES CITY, FLORIDA LIEN SEARCH REQUEST FORM

### QUESTIONS ABOUT THIS LIEN SEARCH?

Please call Code Enforcement at (863) 421-9937 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:	
<b>How do you want the City's Lien Search Report delivered to you?</b>	<input type="checkbox"/> Mail <input type="checkbox"/> Fax <input type="checkbox"/> Email
<b>Property Address to be Searched:</b>	
Property Identification Number:	
Legal Description:	
Owner of Record:	
File Number:	

### 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 of \$50; 3-5 business days or \$100; 1-2 business days. 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 Haines City will not relieve the requesting party from the responsibility of searching the public records of Polk County, Florida, for any and all liens or other documents recorded by the City of Haines City, Florida against the property and/or property owner. The City reserves the right to release the results of the lien search contingent on bank clearance of payments made by check.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

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

1. **Mail it**, along with your check or money order for \$50; 3-5 business days or \$100; 1-2 business days made payable to the City of Haines City to: Code Compliance, City of Haines City, 35400 US Hwy 27, Haines City, FL 33844. The City reserves the right to release the results of the lien search contingent on bank clearance of payments made by check.
2. **Hand deliver it** to the Code Compliance, City of Haines City, 35400 US Hwy 27, Haines City, Florida 33844. Pay the lien search fee \$50; 3-5 business days or \$100; 1-2 business days by cash, check/money order, or credit at the Customer Service window. The City reserves the right to release the results of the lien search contingent on bank clearance of payments made by check.

**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 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 Polk County Property Appraiser's website at [www.polkpa.org](http://www.polkpa.org) 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 #").