

**Lien Settlement Request Form**

**APPLICATION FEE: \$50.00**

**Notice:**

Lien settlements are provided based on information available at the time the lien settlement research is completed, and a letter is signed by the Director. The requesting party is responsible for verifying that the information provided herein remains accurate at the time of closing. The lien settlement letter is not intended as a substitute for information that may be in public records. The requesting party assumes all responsibility for the accuracy and completeness of the property description provided to the City.

**For cases in compliance with the City’s Code, the City will provide a lien settlement amount. If a property is not in compliance, the City will offer a lien settlement conditioned upon the buyer’s execution of a stipulated agreement to bring the property in compliance by a set deadline after closing THE STIPULATED AGREEMENT MUST BE EXECUTED BY THE BUYER/CONTRACT PURCHASER OR OWNER AT THE TIME OF APPLICATION. THE STIPULATED AGREEMENT IS NOT TRANSFERABLE OR ASSIGNABLE.** There is a \$50 processing charge per address requested. Due to the large volume of lien settlement requests the City is currently receiving, settlements take approximately 2-4 weeks to complete. Therefore, it is advised that you make your request within a reasonable time in anticipation of the property closing. There will be an additional charge for updates which may include a new application and fee depending upon the length of time elapsed since the filing of the original request.

If you have any questions, please contact Rosemary Fisher at the Building Department at 954-597-3421 or by fax to 954-597-3450.

<b>Date of request:</b>	
<b>Requestor:</b>	
<b>Affiliation with property: (i.e.: owner, broker, etc.)</b>	
<b>Address: (where City should send correspondence)</b>	
<b>City, State, Zip Code:</b>	
<b>Daytime phone number:</b>	
<b>Fax number:</b>	
<b>Email address:</b>	
<b>How would you like the Building Department to return the results of the lien settlement to you?</b>	<input type="checkbox"/> <b>Mail</b> (please provide a self-addressed stamped envelope) <input type="checkbox"/> <b>Fax</b> <input type="checkbox"/> <b>Email</b>
<b>Property address:</b>	
<b>Full Name of Owner:</b>	
<b>Previous Owner Name:</b>	

Is property currently bank or trust-owned?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Name of Bank/Trust:</b>	
Does bank/trust have interest in other properties?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please identify all addresses on separate sheet of paper.*
Was property that is subject of this request <u>ever</u> foreclosed?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following:** <input type="checkbox"/> Lis Pendens <input type="checkbox"/> Final Judgment <input type="checkbox"/> Certificate of Title
Is this property the subject of a bankruptcy?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide judgment
Was this property acquired through a tax deed?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please provide title
Are there any City liens on this property?	<input type="checkbox"/> No <input type="checkbox"/> Yes If yes, please include copies. These liens will require separate settlement payments.
Are there code violations on the property?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide proof that property is in compliance. A lien settlement request will not be processed unless all violations are cured or the buyer enters into a Stipulated Agreement.
Is property vacant/abandoned?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please obtain property registration form from City website and provide proof of registration. ***
Copy of Recent Lien Search	<input type="checkbox"/> <b>Must provide copy of Recent Lien Search</b>
<b>Estimated closing date:</b> <b>There are no assurances that the City can meet the timeframe.</b> <b>Please allow sufficient time for the lien settlement process.</b>	<input type="checkbox"/> <b>Provide copy of sales contract if available.</b>

\*NOTE: Failure to disclose all addresses may result in substantial delays and additional fees for this request.

\*\*NOTE: Failure to enclose all requested documentation may result in substantial delays in the processing of your application.

\*\*\*NOTE: A lien settlement request will not be processed unless proof of registration is provided.