

City of Altamonte Springs

Lien Verification Request Form

225 Newburyport Avenue | Altamonte Springs, FL 32701 (407) 571-8119 | Fax (407) 571-8123

Note: All requests are processed in the order in which they are received. Please allow 7 to 10 business days for your request to be processed as we currently do **NOT** accept rush requests, no exceptions. Additionally, please verify your request is completed correctly in its entirety as, any modifications will be processed as a new request which will result in a delay and/or additional costs.

REQUESTOR INFORMATION:

Date of Request: _____

Requestor's Name or Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Ext: _____ Email: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Parcel ID No.: _____ Property Owner: _____

Note: Requesting party assumes all responsibility for accuracy and completeness of property description provided to the City of Altamonte Springs. Some properties have more than one corresponding address due to having numerous buildings and all relevant addresses for each building must be provided.

REQUESTED RECORDS: (Please check all that apply.)

- Category I: Liens & Assessments | \$10
- Category II: Utilities & Violations: (current) Code/Bldg./Fire | \$30 (Includes Category I)
- Category III: Open/Expired Permits & Certificate of Occupancy | \$60 (Includes Category I & II)

If more than one category is selected, a **maximum of \$60** will be charged per building. If a parcel contains more than one building, a fee will be applied to each building.

PAYMENT INFORMATION:

Payment in full is required before we can process your request. An invoice and instructions to submit online payments will be provided via email and is due upon receipt. If you would like to mail in a check, the payment can be mailed to the address listed at the top of this form.

Submit Form to: Liens@altamonte.org