



CITY OF WEST PARK LIEN SEARCH PROCEDURES

FEES:

\$60.00 Fee by check or money order only – For each property to be searched – made payable to City of West Park. (We do not do “updates”, update requests on previously searched properties requires another payment).

***5-7 day turnaround for response, no rush service is available. Most lien searches are responded to the next business day.

MAIL REQUEST TO:

City of West Park Finance Department
C/O Munitytics
7320 Griffin Road
Suite 102
Davie, FL 33314

FOR FASTER RESPONSE, FAX COPY OF REQUEST AND CHECK TO:

954-903-0712 or rwallace@cityofwestpark.org and risaw@munitytics.biz

Put original request in the mail, we will not send reply until check is received, but we will begin the search with the fax copy of the request.

LIEN SEARCH WILL CHECK FOR THE FOLLOWING:

Open Building Permits
Code Enforcement violations, fines, liens
Unpaid storm water charges and excess bulk waste fees
Utilities are provided by Broward County, contact Broward County at (954-831-3250)

THE REQUEST SHOULD INCLUDE THE FOLLOWING:

Property ID
Property Address
Current Owner's name
How to receive our response: fax, email or mail if by mail include self-addressed stamped envelope.



CITY OF WEST PARK LIEN SEARCH REQUEST

Applicant's Name: _____

Property Folio Number: _____

Property Address: _____

Current Owner: _____

Send response to:

Name: _____

Address: _____

Email Address: _____

Phone Number: _____ Fax Number _____

Responses will not be sent until payment has been received. A **\$60.00** fee should be paid by check or money order via mail or credit card payment at City Hall. Checks made payable to City of West Park.

Responses usually sent within 5-7 days of receipt of request.

Send Lien Search Requests and payment to Finance Department:
7320 Griffin Road, Suite 102, Davie, FL 33314

OR drop off at City Hall with payment.