

# CITY OF WINTER SPRINGS LIEN SEARCH REQUEST



*Completed forms must be returned by mail – email and fax requests will no longer be accepted after January 1, 2019. Payment must be received before the request is processed.*

## PLEASE SELECT ONE

- \$40 - Standard (3-5 business days from receipt of payment)  
 \$80 – Rush (1-2 business days from receipt of payment)

Date of Request: \_\_\_\_\_  
Name/Business: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

*\*Lien search results, invoice, and receipt will be forwarded to the email provided.*

## REQUESTED RECORDS

Searches of City records include liens, unpaid utilities (water, sewer, and garbage, as applicable), open/expired permits, and code enforcement violations.

Property Address: \_\_\_\_\_  
Parcel ID: \_\_\_\_\_

## PAYMENT INFORMATION

Payment is required *before* your request is processed; please select your payment method below.

Enclosed Check # \_\_\_\_\_  
*Checks should be made payable to "The City of Winter Springs".  
If paying by check, please include it with your application.*

Credit Card  
*Our third party credit card processor will charge a convenience fee of 2.95% of the transaction.*

Name on Credit Card \_\_\_\_\_  
Credit Card Number \_\_\_\_\_  
Expiration Date \_\_\_\_/\_\_\_\_  
CCV (3 digit code on back of card) \_\_\_\_\_  
Billing Zip Code \_\_\_\_\_

**PLEASE NOTE: THE CITY DOES NOT TAKE AMERICAN EXPRESS**

## SUBMISSION

Please mail lien search requests along with your preferred payment method to:

Office of the City Clerk  
ATTN: Lien Search  
1126 East State Road  
434, Winter Springs, FL  
32708

## FOR OFFICE USE ONLY