



# CITY OF DAVENPORT, FLORIDA LIEN SEARCH REQUEST FORM

## QUESTIONS ABOUT THIS LIEN SEARCH?

Please call Code Enforcement at (863) 419-3300 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:	
<b>Type of Search Requested:</b>	Full Lien Search \$159.00      Utilities Only \$35.00
Delivery Method:	<b>Mail</b> <b>Email</b>
Email Address:	
<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 \$159.00. 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 Davenport 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 Davenport, 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 three ways:**

1. **Mail it** along with your check or money order for \$159.00 made payable to the City of Davenport to: Code Enforcement Division, City of Davenport, 1 South Allapaha Ave. , Davenport FL 33837. 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 Enforcement Division, City of Davenport, 201 W Magnolia St, Davenport, Florida 33837. Pay the lien search fee \$159.00 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.
3. **Credit Card Payment** - email this completed request to [liensearch@mydavenport.org](mailto:liensearch@mydavenport.org) Please include your return contact telephone information. You will receive a call once the property address is verified and payment by credit card will be processed (a 3% convenience fee will be added to all credit card payments). Lien search results and a receipt will be emailed back to your chosen contact email.

**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 (18 digits) located in the top left hand corner of the page (it is shown as "Parcel Details").

**Lien Search** A Lien is a legal claim against the property. Lien Search Request for properties within the City of Davenport, can be submitted, and include the following.

- Code Enforcement  
Open Violations on Residential/Commercial/and Vacant Parcels.  
Open Liens on Residential/Commercial/ and Vacant Parcels.
- Building Department  
Open Building Permits, including permit numbers.
- Utility Billing (**\$35 fee for utility only**)  
Water and Sewer Balance  
Garbage Fee Balance

### **Refund Policy**

- Processing of lien search request begins immediately upon submission of such request. Therefore, after a lien search request is submitted, refunds will NOT be provided. UNLESS the Parcel is not in our jurisdiction.