



## **CITY OF WEST PARK LIEN SEARCH PROCEDURE**

### **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](mailto:rwallace@cityofwestpark.org) and [risaw@munitytics.biz](mailto: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.