



TOWN OF LAKE HAMILTON, FL

LIEN SEARCH REQUEST FORM

QUESTIONS ABOUT THIS LIEN SEARCH?

Please call Code Enforcement at (863) 439-1910 for assistance

IMPORTANT NOTICE

The requesting party assumes all responsibility for the accuracy and completeness of the property description information provided to the Town, including the property identification number, property address, and legal description. ***Please 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:

Fax Number:

Email Address:

How do you want the Town's Lien Search Report Delivered to you?

Property Address to be Searched:

Property Identification Number:

Legal Description:

Owner of Record:

File Number:

SIGNATURE

I hereby request that the Town 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 Town of Lake Hamilton 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 Town of Lake Hamilton, Florida against the property and/or property owner. The Town 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 two ways:

1. ***Mail it***, along with your check or money order for \$159.00 made payable to the Town of Lake Hamilton to: Town of Lake Hamilton, P.O. Box 126, Lake Hamilton, FL 33851-0126. The Town 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, Town of Lake Hamilton, 100 Smith Ave, Lake Hamilton, Florida, 33851. Pay the lien search fee of \$159.00 by cash, check, money order or credit card (fees apply for credit card payments) at the customer service window. The Town reserves the right to release the results of the lien search contingent on bank clearance of payments made by check.

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 Town's Lien Search Request Form so the Town 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 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 located in the top right hand corner of the page (it is shown as "ID #").

Lien Search- A lien is a legal claim against the property. Lien Search Request for properties within the Town of Lake Hamilton 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)***
 - 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.