NORTH BAY VILLAGE
1666 Kennedy Causeway, Suite 300 North Bay Village, FL 33141
Tel: (305) 756-7171 | Fax: (305) 756-7722
Website: https://northbayvillage-fl.gov

LIEN SEARCH REQUEST FORM

Interested parties, such as title companies and individuals can request the Village to check its records for outstanding liens against a property. A separate lien search request form is required for each property and must include the property address and identification number 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 Miami Dade Property Appraiser website and conduct a Property Search by either the owner name or property address.

Note: A standard service fee will be charged for each property search. The Village will conduct a search of utilities balances, liens, open permits and code violations on each property. Issuance of a Lien Search Report by North Bay Village shall not relieve the requesting party from the responsibility of searching the Public Records of Miami Dade County, Florida, for any and all liens or documents recorded by North Bay Village, Florida against the property and/or property owner.

DATE: _____

REQUESTING PARTY'S NAME: _____

Company: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

Fax Number: _____

Email: _____

PROPERTY TO BE SEARCHED

Type of Property: □ Private Home □ Multi-Family □ Condo □ Commercial □ Vacant Land

Address: _____

Legal Description: _____

Owner: _____

Folio/Parcel Number: 23-3209 - _____ - _____

STANDARD SERVICE FEE:

$150.00 per each folio number (7-10 business days). **No Request will be processed without this form and full payment of $150.**

Fees are non-refundable and all responsibility for the accuracy and completeness of the property description information provided to the Village Clerk Department, including the property identification number, property address and legal description is on the requestor.

You may submit your completed form in one of two ways:

1. **By Mail with check or money order to** – North Bay Village, Lien Search Request, 1666 Kennedy Causeway, Suite 101 – North Bay Village, FL 33141.
2. **In-Person** – North Bay Village, Cashier window, 1666 Kennedy Causeway, Suite 101 - North Bay Village, FL 33141. Payments can be made by cash, check/money order, credit card.

For Office Use
Payment Receipt Stamp Area