



REQUEST FOR LIEN INFORMATION

City of Titusville- Finance Department

555 South Washington Avenue, 32796 – P.O. Box 2806, Titusville, FL 32781

Telephone (321) 567-3716 Fax (321) 383-5811

dianna.ingles@titusville.com

Please Check One: ORIGINAL REQUEST

UPDATE REQUEST

Date Requested _____

File/Ref #_____

Requested By _____

Company Name _____

Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Fax Number _____ Email Address _____

PROPERTY SEARCH INFORMATION

Property Address _____ Parcel ID #_____

Property Owner/Seller _____ Name Buyer/Purchaser _____

Anticipated Closing Date _____ (**ONLY GOOD FOR 30 DAYS FROM ORIGINAL DATE REQUESTED **)

REQUEST FOR RETURN INFORMATION (Please check below)

<input type="checkbox"/> Lien Search Fee (2-3 Business Days)	\$25.00
<input type="checkbox"/> Expedited Service (next Business day)*Additional Charge*	\$10.00
<input type="checkbox"/> Account update (within 30 days of the Original Request)	\$15.00
<input type="checkbox"/> Account History	\$5.00

CODE ENFORCEMENT AND BUILDING/PERMITS

Code Enforcement: Please contact Michelle Nelsen:
codeliens@titusville.com

Permitting: Please contact Building/Permits Department:
buildingpermits@titusville.com

FOR FINANCE DEPARTMENT USE ONLY

<input type="checkbox"/> Stormwater Only Account	<input type="checkbox"/> Deposit on File: Yes	No	Amount: \$_____
<input type="checkbox"/> Mims Water or Brevard County services this address			
<input type="checkbox"/> Property has a Master Water Meter			
<input type="checkbox"/> Services provided to location: () Water () Sewer () Solid Waste			

Amount Due	Account Number	Notes
<input type="checkbox"/> Utility Bill or Lien(s) \$_____	_____	_____
<input type="checkbox"/> Utility Bill or Lien(s) \$_____	_____	_____
<input type="checkbox"/> Utility Bill or Lien(s) \$_____	_____	_____
<input type="checkbox"/> Estimated Final Bill ** \$_____	_____	_____

Final bills do not calculate until account is finalized. Please note, the above balance is an estimated amount. This is not the final bill amount.

<input type="checkbox"/> Stormwater Bill or Lien(s)	\$_____	_____	_____
<input type="checkbox"/> Fire Line Billing	\$_____	_____	_____

Total Amount Due: \$_____ Date Completed: _____

Additional Information:

- As of 01/01/2018, the Annual Stormwater fee was moved/added to the Property Owner's Tax Roll.
- If the customer has a deposit on file, the deposit will go towards the final bill. If there is a credit, the credit refund will be mailed to the address that is on file with the Customer Service Department.
- The Water/Sewer/Solid Waste information that is provided on this sheet is only good for 30 days. If a closing is more than 30 days out, please submit an updated request within 30 days of the original request.
- Release of lien can take up to 3 weeks for processing and recording.

DISCLAIMER OF LIABILITY

To ensure a buyer received a clear title on the property being purchased, a "Property Lien Search Form" must be completed. Failure to do this may result in delays at closing or unpaid balances by the seller and the balance being transferred to the buyer and a lien placed against the property. The City provides a lien search as a "Public Records Request". The search discloses liens that can be found in the Brevard County Clerk of Courts records. Please note that we conduct our search with the specific owner(s) name(s) and property address provided on this form. The results of our search are valid as of the date of our search. We are not responsible for changes in information after that date. The City of Titusville is not responsible for any errors or omissions

Amount Charge:\$_____

Vendor A/R Number: _____

Initial: _____