



Town of Lake Placid

1069 US HWY 27 N
Lake Placid, FL 33852
Phone: (863) 699-3747
Fax: (863) 699-3749

For questions, email: custsvc@mylakeplacid.org

Monday – Friday
8:00 a.m. – 5:00 p.m.

MUNICIPAL LIEN RESEARCH REQUEST

\$25.00 fee for each standard search & \$55.00 fee for Special Assessments search.

Payment is required with application or as arranged.

TYPE OF SEARCH: Standard _____ (Section 1) or Special Assessment _____ (Sections 1 & 2)

1. Starting date of _____ to the end date of _____.
2. If available, please provide any license(s), permit(s), account number(s), case number(s) or citation number(s) pertaining to this request: _____.
3. Please search for the following service(s) _____ or leave space blank if you would like all available utility services to be listed.
4. Please search for all utility rates for the Town of Lake Placid or the percentage of any taxes charged to a residential account. Search for the following tax(es) _____ or leave space blank if you would like all related taxes to be listed.

APPLICANT CONTACT INFORMATION

Company Name: _____ Date of Request: _____

Name of Person Submitting Request: _____

Company Mailing Address: _____

Telephone Number: _____ Fax Number: _____ Attn: _____

Email Address: _____ Pick Up: _____

LOCATION OR PROPERTY TO BE SEARCHED

Property Address: _____, Lake Placid, FL 33852.

Parcel Number: _____ Unit Number: _____ or Apartment Number: _____

Legal Description of Property: _____

Name of Person(s) Affiliated with Search: _____

Sections 1 & 2 will be completed by staff, however, if the applicant has information that will help with the search, feel free to fill in as much information as possible.

SECTION 1. HISTORY, UTILITY RATES, & OUTSTANDING BALANCE(S)

Address is listed at _____ in Lake Placid, FL 33852.

Account Number: _____ Account Status: Open Closed No Information Found

Account history/detail for _____ month/years. Outstanding Balance(s) for Utility Service(s): \$ _____

UTILITY RATES:

Utility rates for the Town of Lake Placid or the percentage of taxes, franchise fees and any other fees charged to a residential account: WATER \$ _____ WASTEWATER \$ _____ GARBAGE \$ _____
Percentage of taxes (Select all that apply): Municipal Utility Tax \$ _____ Franchise Fee \$ _____
Other (please specify) _____ \$ _____

AVAILABLE SERVICE(S):

If requesting information about services provided at a location, please check the applicable boxes (select all that apply).

City Water Line _____ Master Meter Water _____ Private Well _____ Septic Tank _____
City Sewer Line _____ Master Meter Wastewater _____ Master Meter Solid Waste _____
City Garbage Pickup _____ Storm Water _____ Gas _____ Electric _____ Recycling _____
Active location with no active account _____ No available services known _____

SECTION 2. PROPERTY LIEN SEARCH, OUTSTANDING FINES & FEES

Other Name of Property Owner(s): _____ and _____.

Other Property Address: _____, Lake Placid, FL 33852.

Other Parcel Number (or Tax Folio): _____ Other Legal Description: _____

Recorded/Pending Liens? Yes _____ No _____ Lien Type: _____ Payoff: \$ _____

Type of Property (circle one): Single Family Multi-Family Commercial Industrial Vacant

Outstanding Balance for Code Enforcement: \$ _____ Citation Number: _____
Outstanding Balance for Code Violation: \$ _____ Case Number: _____
Outstanding Balance for Parking Citation: \$ _____ Citation Number: _____
Outstanding Balance for Local Tax Receipts: \$ _____ License Number _____

Other Outstanding Balances (please specify): _____ Balances: \$ _____

Please Provide Documentation

Requesting party assumes all responsibility for the accuracy and completeness of the property description provided to the Town, including the property parcel number and property address; a property parcel number can have more than one corresponding address and vice versa. Therefore, all relevant information must be listed (or as much information as possible).

I hereby request the Town to conduct a search of outstanding liens and assessments on the property and/or name(s) cited above. I have paid the non-refundable lien search fee of either \$25.00 for standard service or \$55.00 for a special assessment search. I will also be notified if additional costs are incurred. I assume all responsibility for the accuracy and completeness of the property description information that I have provided and I understand that performance of the lien search will not relieve the requesting party from the responsibility of searching other public records or other documents found against the property and/or property owner(s).

Applicant's Name and Title: _____

Signature: _____

Date: _____

ADMINISTRATIVE USE ONLY

Date Received: _____

Received by: _____

Amount Received: _____

Method of Payment: Cash Check Money Order

Town of Lake Placid Municipal Lien Search

Florida state law does not require a municipal lien search, but individuals and agencies request information on a daily basis. Town of Lake Placid is actively involved in helping protect buyers from unknowingly acquiring debt, by providing information that may not be disclosed in the initial stage of a real estate purchase. Staff have the ability to perform a detailed search that could uncover unrecorded municipal liens, property code violations, property special assessments, open or expired permits, and unpaid utility fees that can require the seller to settle before the purchase and sale is final. However, there are instances where a transfer of debt is revealed after the closing.

The Town of Lake Placid municipal lien search will include costs that a traditional title search does not include, such as costs that have not yet been presented through magistrate court or outstanding balances that have not yet been reported to a credit agency.

A Municipal lien search can reveal:

- Unpaid utility bills
- Unpaid code violations
- Unpaid special magistrate costs
- Unpaid local assessments
- Unpaid municipal introduced liens
- Unpaid Local Business Tax Receipts
- Or other monies due to the Town of Lake Placid

How to request an internal lien search?

Lien search requests will only be accepted using the process described herein (*phone requests are no longer accepted*):

1. The Lien Search Request Form (PDF) can be faxed or provided via email.
2. All requests must be submitted in writing to 1069 U.S. Highway 27 North, Lake Placid Florida 33852 or email to custsvc@mylakeplacid.org or faxed to 863-699-3749.
 - a. Complete the form in its entirety.
 - b. A separate request form is required for each address.
3. Submit the correct amount of payment (preferably with the application).
 - a. There is a fee for each address search.
 - b. The lien search fee is non-refundable, even if the location is outside of town limits.
 - c. The fee is required and must be collected before the work is performed.

How long does it take to get a response from a Lien Search Request?

Requests are completed within two to five business days and sometimes on the same date.

What are the costs for a Municipal Lien Search?

Information in section 2 and section 3 of the request form is a flat fee of \$25.00 (per request). Information in section 4 of the request form requires departmental level research and is a flat fee of \$55.00. The combination for section 2, 3 and section 4 is also a flat fee of \$55.00.

Regular Council Meeting: Policy adopted on 05/11/2020

Our Administration Department coordinates lien search requests with public safety, utility, and public works, which can create extra costs. For section 4, an additional cost may be included, at a rate of \$20 per hour, for clerical and supervisory assistance.

Clerical and supervisory assistance includes researching and or locating the requested records; reviewing for statutorily exempt information; redacting statutorily exempt information; and preparing, copying and re-filing of the requested records. If multiple departments are involved, the special service charge may be based on the total amount of time expended by all personnel and information technology resources utilized.

Can I perform a lien search for free?

In most states, you can typically search by address with the county recorder, clerk, or assessor's office online. An individual search for liens is free, although there may be a fee for copies of the report, which will vary by each agency.

Why pay for an internal lien search?

The Town's internal process involves multiple departments and can uncover unpaid municipal costs that are in the initial stage. An external title search, performed by a third party, is not normally as detailed and traditionally disclose information that is already made available to the public.

How would I know the exact cost for a lien search?

If additional charges apply, the applicant will be provided a cost estimate before the record is provided and the payment will be required before the document can be released.

What type of payments are accepted?

Payment can be submitted via personal check, corporate check, cashier check, money order and cash. Do not mail cash. Credit cards aren't accepted at this time.

Payee

Please make checks payable to "Town of Lake Placid".

A lien search and a public records request are two separate services. Information outside the scope of this application will be considered a public record request. Requests for public records must be presented to the Town Clerk at:

Town of Lake Placid
Lake Placid Government Center
1069 U.S. Highway 27 N.
Lake Placid, FL 33852
863-699-3747 Ph
863-699-3749 Fax
Clerk@mylakeplacid.org

Florida Statutes 159.17 Lien of service charges.— Any municipality issuing revenue bonds hereunder shall have a lien on all lands or premises served by any water system, sewer system or gas system for all service charges for such facilities until paid, which liens shall be prior to all other liens on such lands or premises except the lien of state, county and municipal taxes and shall be on a parity with the lien of such state, county and municipal taxes. Such liens, when delinquent for more than 30 days, may be foreclosed by such municipality in the manner provided by the laws of Florida for the foreclosure of mortgages on real property. **History.** s. 8, ch. 67-550.

Florida Statutes 173.01 Foreclosure of municipal tax certificates authorized.— The lien of any and all taxes, except those ad valorem taxes collectible by the county tax collector, tax certificates, and special assessments imposed by any incorporated city or town in the state upon real estate may be foreclosed by such city or town by suit in chancery. The practice, pleading, and procedure in any such suit shall be in substantial accordance with the practice, pleading, and procedure for the foreclosure of mortgages of real estate, except as herein otherwise provided. **History.** s. 1, ch. 15038, 1931; CGL 1936 Supp. 3004(2); s. 31, ch. 73-332.