

**REQUEST FOR LIEN INFORMATION**

City of Titusville- Finance Department

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

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

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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)**

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

**CODE ENFORCEMENT AND BUILDING/PERMITS**

**Code Enforcement:** Please contact Michelle Nelsen:  
[Michelle.Nelsen@titusville.com](mailto:Michelle.Nelsen@titusville.com)

**Permitting:** Please contact Building/Permits Department:  
[buildingpermits@titusville.com](mailto:buildingpermits@titusville.com)

**FOR FINANCE DEPARTMENT USE ONLY**

- Stormwater Only Account
- Mims Water or Brevard County services this address
- Property has a Master Water Meter
- Services provided to location: ( ) Water ( ) Sewer ( ) Solid Waste
- Deposit on File: ( ) yes ( ) no Amount: \$ \_\_\_\_\_
- Bank Drafting: ( ) yes ( ) no

	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	\$ _____	_____	_____
<b>**Final bills do not calculate until account is finalised. Please note this above balance is only an estimated amount-This is not the final bill amount **</b>			
<input type="checkbox"/> Stormwater Bill or Lien(s)	\$ _____	_____	_____
<input type="checkbox"/> Fire Line Billing	\$ _____	_____	_____

**Notes:**

- As of 01/01/2018, the Annual Stormwater fee will now be on the Property Owner's Tax Roll. Total Amount Due: \$ \_\_\_\_\_
- If 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 one 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 update request within 30 days of the original request.
- Release of lien takes up to 3 weeks for processing and recording

Date Completed \_\_\_\_\_

Amount Charge \_\_\_\_\_

Vendor A/R Number: \_\_\_\_\_

**DISCLAIMER OF LIABILITY**

To insure 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 and property address that you provide. 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.

Initials \_\_\_\_\_