

LIEN INQUIRY QUESTIONS AND ANSWERS

The following information has been prepared to help answer questions that you may have.

Q. Will the Town charge for inquiries in process?

A. The effective date of the service charge is October 1, 2007. Any inquiries received after this date, will be processed in accordance with R-2007-215.

Q. If more than one inquiry is sent at the same time, will the service charge only be \$50.00?

A. No. There will be a \$50.00 service charge for each folio number lien inquiry for regular service or a \$100.00 service charge for each folio for an expedited five hour service.

Q. If the service charge is inadvertently not sent, will the Town bill us for the service charge?

A. No. The service charge must accompany the lien information inquiry. If the service charge is not included with the inquiry, the inquiry will be returned unprocessed.

Q. Does the Lien Inquiry Form provided by the Town have to be utilized?

A. No. Use of the Lien Inquiry Form will greatly assist staff in responding to your inquiry and therefore, reduce not only the response time but the research time as well. A company requesting lien information may use their form, but must make certain that the information the Town requires (property owner's name, property address, folio number and legal description) is included or the inquiry will be returned unprocessed.

Q. Can the inquiry be called into the Town Clerk's Office on the day of a closing to obtain immediate information and the service charge sent or delivered to the Town of Davie that day?

A. No. The Town of Davie responds to a large number of lien inquiries weekly. Research for outstanding liens and assessment is done on a first come/first serve basis, and processing includes circulating the inquiry to several departments. Once the information is gathered, the response is prepared and returned to the inquirer. The turn-around time for routine inquiries is approximately three working days for a regular search or five hours for an expedited search. It is strongly recommended that enough lead time be provided to have the lien inquiry and remittance sent to the Town well in advance of the anticipated property closing.

Q. May a lien information inquiry be faxed?

A. A fax inquiry will be accepted. However, processing will not begin until the service charge is received.

Q. May the legal description be placed at the bottom of the inquiry form when the legal description for the property is lengthy?

A. No. The bottom of the inquiry form is for the Town's use only. You may indicate "lengthy legal – see attached" on the form and attach a copy of the legal or you may indicate the legal.

Q. Where are lien inquiries to be directed?

A. All requests should be directed to the Town Clerk's Office which will coordinate the lien inquiry process.

If you have additional questions, please feel free to contact the Town Clerk's Office at (954) 797-1000.