



## OFFICE OF THE TOWN CLERK

6591 ORANGE DRIVE • DAVIE, FLORIDA 33314  
PHONE: 954.797.1023 • FAX: 954.797.1087 • WWW.DAVIE-FL.GOV

### LIEN SEARCHES

The Town Clerk's Office verifies lien information on water and sewer agreements, lot clearing, open code violations, pending or recorded liens, unsafe structures, unpaid utility balances, open and expired permits, and special assessments.

To request a complete lien search, there is a charge per folio number. The Town Clerk's Office two service options; *a regular service of 3-4 business days for a fee of \$135.00 or a rush service of 48 business hours for a fee of \$150.00.*

Searches submitted after 4:00 p.m. will begin to be processed the following business day. The request must include the property owner's name on record, complete address, folio number, and legal description. Completed searches will be returned via email, if you wish to receive the original via USPS please include a self-addressed stamped envelope.

Additionally, it is advised that you check the Broward County Public Records Division for any additional recorded liens not associated with the Town of Davie.

Currently, we are experiencing a heavy volume of requests due to the current real estate market. Therefore, it is advised that you make your request within reasonable time in anticipation of the property closing.

If you are calling to inquire about the status of a lien search, please leave a detailed message and your telephone call will be returned at the end of the business day between the hours of 4-5 p.m.

**PLEASE USE ATTACHED FORM**



**TOWN OF DAVIE  
LIEN INQUIRY REQUEST  
ATTN: Office of the Town Clerk  
6591 Orange Drive  
Davie, FL 33314  
Telephone: 954-797-1026  
Facsimile: 954-797-1087**

Please complete all information below in order to ensure a timely response. **An inquiry fee is required for each folio number.** Requests will be processed when both the inquiry request form along with inquiry fee (cash or check made out to Town of Davie) has been received. Lien search requests are good for thirty days from receipt date. It is suggested to also check with Broward County Records where liens not associated with the Town are recorded.

DATE: \_\_\_\_\_ FROM: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

TEL: \_\_\_\_\_

FAX: \_\_\_\_\_

**Please select fees and type of service:**

Service	Fee Per Folio	Processing Time	Select Service (mark with an X)
Regular	\$135.00	3-4 business days	
Rush	\$150.00	48 business hours	

**Please fill in all information below (consult Broward County Property Appraiser):**

Folio Number:	
Property Owners Name:	
Property Address:	
Complete Legal Description:	

Please complete each field on this form and mail/hand deliver to the Town of Davie Town Clerk's Office located at 6591 Orange Drive Davie, FL 33314 along with payment which can be in the form of cash, check, cashier's check or money order made payable to the Town of Davie. Completed searches will be returned via email, if you wish to receive the original via USPS please include a self-addressed stamped envelope.