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| --- | --- |
|  | City of High Springs 23666 NW 185th Road High Springs, FL 32643 Main 386-454-7322 Fax 386-454-2126 |

Lien Search Request

# IMPORTANT NOTICE:

The requesting party assumes all responsibility for the accuracy and completeness of the property description information provided to the City, including the property identification number, property address, and legal description. Note that property identification numbers can have more than one corresponding address, and all relevant addresses must be listed.

REQUESTS WILL BE PROCESSED IN THE ORDER IN WHICH THEY ARE RECEIVED AND A RESPONSE WILL BE SENT VIA EMAIL. **INDIVIDUAL REQUESTS ARE $25.00 AND MAY TAKE UP TO 7 BUSINESS DAYS FROM THE DATE THE CITY RECIEVES THE REQUEST FOR PROCESSING. EXPEDITED REQUESTES ARE A TWO BUSIENSS DAY TURN-AROUND AND ARE $50.00 EACH**.

ONCE RECEIPTED BY THE CITY, REQUESTS ARE NON-TRANSFERRABLE AND NON-REFUNDABLE. PLEASE MAKE YOUR CHECK PAYABLE TO THE CITY OF HIGH SPRINGS AND MAIL TO THE FOLLOWING ADDRESS:

**The City of High Springs**

**23666 NW 185th Road**

**High Springs, Florida 32643**

# Requesting Company Information

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date: | |  | Phone: |  |
| Requester: | |  | Email: |  |
| Address: |  | | Fax: |  |

# Property Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | Parcel: | |  | | Owner of Record: | |  | | Property Address: |  | | | Legal Description: |  | |  |  | | --- | |  | |

# Please Indicate Search Criteria

\_\_\_\_ Open Permit(s) $25.00

\_\_\_\_ Utility Accounts $25.00

\_\_\_\_ Code Enforcement $25.00