



4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 790-1742
www.SeminoleImprovementDistrict.com

PROPERTY ASSESSMENT AND LIEN SEARCH GUIDELINES

To ensure a buyer receives a clear title on the property being purchased within the Seminole Improvement District, a “**Property Assessment and Lien Search Form**” must be completed. Failure to do so may result in delays at closing or unpaid balances by the seller, or liens being filed on the property.

Please follow the guidelines below to submit your requests to Seminole Improvement District:

- The attached **PROPERTY ASSESSMENT AND LIEN SEARCH FORM** must be completed.
- A processing fee of **\$75.00** is required for each request submitted.
- Payment may be made using a check or money order. All major credit cards accepted (except American Express)
- Processed search details will not be released until payment has been received.

SUBMITTING REQUESTS

- Searches may be requested by mail or in person.
- Requests can be made in person, with an appointment. **Please Note:** Appointment times are Monday – Friday 9:00 a.m. to 4:00 p.m. by calling 561-790-1742.

PAYMENT OPTIONS

- Check or Money Orders Payments – Checks or Money Orders must be made payable to **Seminole Improvement District** and must accompany each request submitted.
- Electronic Payments - May be made in person, with an appointment to the office lobby. SID accepts all major credit/debit cards (except American Express) Payments must accompany each request submitted.

COMPLETED REQUESTS

- Once the request has been processed, results will be mailed to the email address provided on your request form.