



4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
Phone: (561) 790-1742
Email: llobrutto@sidistrict.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 the City of Westlake:

- 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.
- Processed search details will not be released until payment has been received.

SUBMITTING REQUESTS

- Searches may be requested by email, mail, or in person.
- Emailed requests should be submitted to llobrutto@sidistrict.com
- Mailed or walk-in requests should be submitted to the Seminole Improvement District at the address listed above.

PAYMENT OPTIONS

- Check Payments – Checks must be made payable to **Seminole Improvement District** and must accompany each request submitted by mail. Once the request has been processed, you will be notified at the email address or phone number you provide on your request form.