16980 Persimmon Blvd. West
Westlake, Florida 33470
Phone: (561) 790-1742

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.

LIEN EARCH GUIDELINES

- The "***LIEN SEARCH FORM"*** must be completed.
- Lien searches should be requested no more than 45 days prior to CO. or closing.
- A processing fee of **$75.00** is required for each request submitted.
- Payment must be made using a check or money order. (No cash accepted)
- Please use current version LIEN SEARCH REQUEST FORM

SUBMITTING REQUESTS

- Lien searches may be requested by mail or in person.
- In person requests are accepted during regular office hours. Monday-Friday 9:00 a.m. to 4:00 p.m. (Excluding Holidays)

PAYMENT OPTIONS

- Checks or Money Orders must be made payable to Seminole Improvement District and must accompany each request submitted. No Cash accepted.
- Electronic payments are accepted in person during regular office hours. Monday-Friday 9:00 a.m. to 4:00 p.m. (Excluding Holidays)

COMPLETED REQUESTS

- Once the request has been processed, results will be emailed within an estimated 5 business days.

- **UPDATE REQUEST**
- Within the **45 days** an update is only available via email with the original results attached.
- Updates are only available to the original requester.
- Updates beyond the 45 days must be submitted on a new "***LIEN SEARCH FORM"*** with $75.00 fee attached.