



**TOWN OF LAUDERDALE-BY-THE-SEA**  
**DEVELOPMENT SERVICES DEPARTMENT**  
 4501 N Ocean Drive  
 Lauderdale-By-The- Sea, FL 33308  
 Ph (954) 640-4210 • Fax (954) 640-4236  
<http://www.lbts-fl.gov>

**LIEN INQUIRY FORM**

Date: \_\_\_\_\_

Return this form by:

From: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Email \_\_\_\_\_  
 Fax \_\_\_\_\_  
 Mail \_\_\_\_\_

Phone: \_\_\_\_\_

Please include all information requested below with payment in the amount of \$50.00 (*per folio number*) and an e-mail address in which to return inquiries. Faxed requests are not accepted. Incomplete forms will be returned unprocessed. Allow 7 to 10 business days for completion. Rush inquiries can be requested with a payment of \$150 and will be returned within 3 business days.

This search includes fines/liens due to code enforcement actions and open building permits only. Utility liens are not included in the Town's search. Contact your local utility company, as well as the trash collection company, for any unpaid utility fees. The Town utilizes the following for water, sewer and garbage:

City of Fort Lauderdale (Water/Sewer)	(954) 828-5150
City of Pompano Beach (Water/Sewer)	(954) 786-4637
WastePro of Florida (Garbage)	(954) 633-2530

**REQUIRED INFORMATION:**

Owners Name: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Folio Number: \_\_\_\_\_  
 Legal Description: \_\_\_\_\_

◆◆◆◆◆◆◆◆◆◆TOWN OFFICE USE ONLY◆◆◆◆◆◆◆◆◆◆

- There are currently no outstanding liens, open permits, and code enforcement monies/citations due for the above-referenced property.
- There are currently outstanding monies/citations for the above-referenced property as listed below:  
 \_\_\_\_\_ BC open permits \_\_\_\_\_ LBTS open permits \_\_\_\_\_ Liens \_\_\_\_\_ Code enforcement monies/citations  
*(See the attached document(s) for cases with liens, open permits, and/or fines.)*

Should you require additional information, please feel free to contact Code Enforcement at (954) 857-5563 for liens and citations, the Town's Building Department at (954) 627-4258 for Lauderdale-By-The-Sea (LBTS) permits, or Broward County Building and Permit Division at (954) 765-4400 for Broward County (BC) permits.  
 Cordially,

\_\_\_\_\_  
 Sydney Ramirez, Planning Technician  
 (954) 640-4210 • SYDNEYR@LBTS-FL.GOV