City of Auburndale

Property Research/Lien Search Request

Please complete the following:

Company/Requester Name:

Phone Number:

Return Email:

Date Submitted:

Address:

Parcel ID:

Closing Date:

Owner Name:

How To Submit Your Request

Complete the form above and submit to:

- Email: liensearch@auburndalefl.com
- Mail: Attn: Lien Searches, PO 186, Auburndale, FL 33823
- UPS/FedEx: Attn: Lien Searches, 6 Bobby Green Plaza, Auburndale, FL 33823

Payment:

Lien Search/Property Research Requests are subject to a $25.00 processing fee. Payment will be collected by the City via telephone when results are ready.

********INTERANAL USE ONLY – CITY RESPONSES BELOW********

Results		
Open Code Enforcement Violations:	None	☐
	Open violations exist - Contact Code Enforcement for resolution instructions at (863) 968-5182 or codeenforcement@auburndalefl.com	☐
	Outside jurisdiction, check with Polk County	☐
Open/Expired Building Permits:	None	☐
	Open/expired building permits exist - Contact Construction Services Division for resolution instructions at (863) 965-5530 or permit@auburndalefl.com]	☐
	Outside jurisdiction, check with Polk County	☐
Utilities Provided by City:	Water	☐
	Sewer	☐
	Stormwater	☐
	Garbage	☐
	Backflow/Cross-Connection	☐
	No Services Exist	☐
Active Utility Accounts on Record:	Yes	☐
	No active accounts found	☐
Final Utility Balance or Bad Utility Debts:	None	☐
	Yes – see below notes	☐
Open Liens:	None	☐
	Yes – see below notes	☐
Other Notes:		

Completed By:

Disclaimer: *The above report only provides information relevant to services provided by the City of Auburndale, FL. This report does not disclose other debts or liens that may be held by other entities.*

Note: *The City does not provide screen-prints or otherwise report the current utility account balance/ledger in our initial response to a property lien search request. This is due to duplicate utility payments being made by the account holder/title companies/buyers/sellers. This is leading to significant staff time being spent on troubleshooting duplicate payments with the different parties. Payment of a current utility balance from non-account holders such as title companies is not necessary - it is assumed the current account holder will pay the balance (or is already set-up for autopay), as it is not a final balance and there is a deposit held.*

However, as a public record subject to disclosure - we will provide the current utility account ledger or report a current balance if it is specifically requested after your receipt of the property lien search results – however, any payment of a non-final balance by any entity other than the account holder will be returned. Otherwise, we will initially only provide any bad utility debts or final utility balances held against the property that the City is actively seeking to collect if such bad debts or final balances exist.