



City of Hialeah

501 Palm Avenue, 3rd Floor, Hialeah, Florida 33010

Phone # 305-883-5884

Monday – Friday 8:30 a.m. – 5:00 p.m.

Violations & Lien Research Request Form

CONTACT INFORMATION

Company's Name: _____ Person Submitting the Request: _____

Affiliation with Property Owner(s): _____ Mailing Address: _____

Phone Number: _____ E-mail Address: _____

PROPERTY INFORMATION

Name of Property Owner (s): _____ Phone Number: _____

Mailing Address: _____ E-mail Address: _____

PROPERTY ADDRESS	FOLIO NUMBER	TYPE OF PROPERTY (Single-Family, Multi-Family, Commercial Industrial, Etc.)
1.		
2.		
3.		
4.		
5.		

IMPORTANT NOTICE

The requesting party assumes all responsibility for the accuracy and completeness of the property description provided to the City, including the property folio number, and property address. Note that property folio numbers can have more than one corresponding address, and vice versa. Therefore, all relevant information must be listed.

The City provides information on open or outstanding code enforcement violations, expired and open building permits, unsafe structure violations, unpaid water, sewer or solid waste services, and liens assessed by the City. Results provided are based on the information available at the time a search is completed. The information provided by the City pursuant to this request is not intended as a substitute for a property title search.

To request this violation and lien research, there is a non-refundable **\$375 fee per property**, with an **additional \$50 fee for research on each additional folio number** assigned to the same property address. The response time for a search is approximately 7-10 business days depending upon the current volume of search requests. The City offers an expedited service for a fee of \$100.00 with a response time of two business days. Therefore, it is your responsibility to submit this request within a reasonable time in anticipation of the property closing.

Payment shall be sent together with this request in the form of a check, cashier's check or money order, made payable to the CITY OF HIALEAH. If you mail this request and the payment, please send to City Clerk, 501 Palm Avenue, 3rd Floor, Hialeah, Florida 33010.

Once a violation and lien search is completed, a request for lien pay-off or estoppel letter must be submitted.

I hereby request that the City conduct a violation and research on the real property listed above.

Applicant's Signature: _____ Date: _____

Applicant's Name and Title: _____

FOR ADMINISTRATIVE USE ONLY	
Date Received:	Received by:
Method of Payment:	
City Clerk's Office Account#001-0220-341-900	
Code Enforcement Account #:001-0203-354-202	
Water & Sewer/Solid Waste Account #001-0000-202-141	
TOTAL	