

Building Department - Lien Research Division

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You may request a lien search on properties located within the city by mail, fax, email and/or in person.

On your letterhead, please include your mailing address, telephone number and fax number.

Within the text of the letter, you would like to request a lien search on:

- 1. Owners name**
- 2. Address**
- 3. Tax id (folio) number**
- 4. Legal description**

Note: All of this information can be obtained from the Broward County Property Appraiser's internet site: www.bcpa.net

Our fee for lien research is \$110 dollars (per tax id - folio number).

Note: All checks must be made out to the City of Pompano Beach. We also accept U.S. Currency. No Credit Cards and/or Debit Cards are accepted at this time.

To expedite your request, you may fax the lien search request to us at 954-786-4063 along with a copy of the check.

Note: This will enable us to start the lien search prior to receiving your request and check via U.S. Mail Service.

Our mailing address is City of Pompano Beach 100 West Atlantic Boulevard, Suite 360 Pompano Beach, Florida 33060 Attention: Lien Search Division

Also, please enclose a self addressed stamped envelope with your request and check.

Once your check is received and the lien search is processed, we will fax back the results as well as mailing you a "hard-copy" for your records.

Customers that want to hand deliver their request may do so by visiting the Lien Search Division on the third floor – Building Department, Suite 360 at City Hall. Go to the customer service counter and ask for the Lien Search Division.

Note: The normal turn-around time is approximately 2 – 4 business days.

Our normal business hours are Monday through Friday 8:00 AM until 5:00 PM

If you have any other questions, please feel free to contact us at 954-786-4069 or 954-545-7801