



Lien Search Fee

As of October 1, 2011, the fee charged by the City of Boca Raton for searching City records for outstanding bills, special assessments, pending or certified liens is **\$150.00** per property to be searched. All lien search requests must include a check payable to the City of Boca Raton to cover the fee for each request made. The \$150.00 fee is for normal requests where the projected property closing date is at least ten business days from the date the City receives the request.

For expedited service, the City will process the lien request within 24 hours of receipt in the Financial Services Department, and results will be faxed prior to mailing. The fee for this service is **\$300.00** payable in advance.

Faxed requests are not accepted.

Information to be included in the lien search request:

1. Property folio number as listed in the records of Palm Beach County, Florida.
2. Legal description of the property including the street address.
3. Name of current property owner.
4. Name of person or firm requesting the lien search.
5. A stamped self-addressed return envelope.
6. The projected closing date of the property transaction.

All lien requests should be mailed or delivered to:

**Financial Services Department, Room 160
City of Boca Raton
201 W. Palmetto Park Road
Boca Raton, Florida 33432**

If you have any questions, please call (561) 393-7729.

Note: This property search does not include a review of open building or other permits. If you require this information, please call 561-393-7930.