

SEARCH REQUEST FORM

Office/Firm Name: Order Date:
Requested by: Phone: Fax:
Email to: Your File No.: Closing Date:

SERVICES REQUESTED:

Municipal Lien Search Zoning Letter* HOA Estoppel* Land Survey*

PROPERTY INFORMATION:

County: Folio No.:
Property Address:
City, State Zip:
Legal Description: Lot/Unit #: Block/Bldg #: Sub/Condo:
Owner/Seller Name(s):
*Assoc/Mgmt Co Name: Contact No.:
*Listing Agent Name & Contact #:
*If property is in a flood zone, do you want an Elevation Certificate? YES NO
Notes/Comments:

FEES ASSOCIATED WITH REQUESTS:

Municipal Lien Searches (Standard Service)
Estoppel Letters
Zoning Letters
Permit Closings
Property Survey
**Tri-County Area includes Broward, Miami-Dade and Palm Beach Counties.

130.00 FLAT FEE (\$165.00 FOR TRI-COUNTY AREA).**
\$75.00 PLUS ADVANCED ESTOPPEL/PAYOFF FEES.
\$60.00 PLUS CITY AND/OR COUNTY FEES.
\$250.00 MINIMUM.
\$300.00 MINIMUM.

Municipal Lien Search:

Invoice wash agreement not to exceed 30% of ordered searches within 60 days.

All Other Services:

Rush Service, Lien Payoffs and Ledgers may result in additional fees.

No wash and must be paid at closing or within 30 days.

CLIENT ACKNOWLEDGEMENT AND AGREEMENT OF FEES

MUNICIPAL LIEN SEARCH SERVICES:

Client agrees to pay Reliable Lien Search, Inc \$130.00 processing fee for all Florida Counties except the Tri-County Area of Broward, Miami-Dade and Palm Beach Counties (165.00 Fee applies to Tri-County Area). Rush Services, Lien Payoffs or Ledgers may result in additional fees. Invoice wash agreement not to exceed 30% of ordered searches within 60 days. All invoices in excess of the 30% cancellation limit to be paid immediately or upon account reconciliation. Requests made in error by client such as wrong addresses and/or incorrect folios will not be included in wash agreement and will be due in 30 days. Requests submitted and processed as RUSHES or Promotional Discounts (Special Offers) will not be included in wash agreement and will be due in 30 days or closing, whichever comes first.

Initial _____

HOA ESTOPPEL SERVICES:

Client agrees to pay Reliable Lien Search, Inc \$75.00 processing fee per folio plus master association fees, sub association fees, Attorney payoff fees and/or any other 3rd party fees involved with expediting your requests. **Client agrees to pay invoices in 30 days from order date or at closing, whichever comes first.** Reliable Lien Search holds no liability for payoffs and/or property findings given to us by Associations, Sub-Associations and/or Attorneys offices in containing errors or omissions.

Initial _____

ZONING LETTER SERVICES:

Client agrees to pay Reliable Lien Search, Inc \$60.00 processing fee per folio plus City fees, County fees and/or any other 3rd party fees involved with expediting your requests. **Client agrees to pay invoices 30 days from order date or at closing, whichever comes first.**

Initial _____

PERMIT CLOSINGS:

Client agrees to the hourly fee of \$25.00, with a minimum charge of \$250.00 to research the permit(s) closing requirements reported by city and/or county. This fee will be allocated per permit NOT per file. 'Permit closing' services provided by R.L.S includes: researching, contacting building officials, gathering and submitting plans and/or required documentation, renewing-owner/non-contractor permits and scheduling of inspections. Reliable Lien Search minimum service or hourly fee does NOT include advancement of fees to City or County to renew, reopen or any other 3rd party fees involved or necessary with closing of permit(s).

When applicable, if a general contractor is required by building officials Reliable Lien Search sub-contracts exclusively to THE PERMIT MD, to manage and resolve any and all matters, issues or labor needed in relation to closing subject permit(s).

Initial _____

SURVEY SERVICES:

Average service fee for property survey and elevation certificate is \$325.00 plus any other 3rd party fees involved with expediting your requests. This fee is to be collected prior too or at time service is commenced.

Printed Name

Title

Signature

Date