

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

All Other Services:

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