



## **Financial Services Lien Search**

Requests for searching City of Boca Raton records for outstanding bills, special assessments, and pending or certified liens should be submitted on company letterhead and mailed or delivered to the address listed below. Each request must include a check made payable to the City of Boca Raton.

In accordance with the Boca Raton Municipal Facilities and Services User Fee Schedule, the fees listed below are charged per parcel control number to be searched.

***For regular service***, the City will process the lien request within five (5) to seven (7) days of receipt, and the results will be mailed. The fee for this service is **\$125**.

***For expedited service***, the City will process the lien request within 24 hours of receipt, and the results will be faxed prior to mailing. The fee for this service is **\$300**.

### **Information to be included with each request:**

1. Property control number as listed in the records of Palm Beach County, Florida.
2. Address of property to be searched.
3. Property owner's name.
4. Projected closing date.
5. Name and phone number of person or firm requesting the lien search.
6. A stamped self-addressed return envelope.

### **Mail to:**

**City of Boca Raton  
Financial Services Department  
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.**