Requestor: __________________________ Date of Request: ________________

Address: __________________________________________________________

City, State, Zip: ____________________________________________________

Phone: __________________________ Email: ____________________________

Owner of Record: __________________________________________________

Property Address: __________________________________________________

Parcel ID# _________________________________________________________

Abbreviated Legal Description: _______________________________________

Fee:  $25.00 □  $40.00 □  $75.00 □  Visa □  Master Card □  Check □  Cash □

REQUESTS WILL NOT BE PROCESSED UNTIL A COMPLETED FORM AND PAYMENT HAVE BEEN RECEIVED

NOTE: If you are making payment using Visa or Master Card, please indicate the amount you will be paying above, and email this completed form to lienrequest@cityofcrestview.org. An email will be sent to you with instructions for online payment.

FEE:
$25 fee per search with a 5 business day or more turn around once payment is received
$40 fee per search with a 3-5 business day turn around once payment is received
$75 fee per search for less than a 3 business day turn around once payment is received

Please submit your request within a reasonable time, in anticipation of the property closing.

NOTICE:
The requesting party assumes all responsibility for the accuracy and completeness of the proper description provided to the City. The information provided herein is not intended as a substitute for information that may be in public records.

The City of Crestview, Code Enforcement Division, provides information on code enforcement violations, permits, and liens levied by the City of Crestview.

Results provided are based on information available at the time the search is completed.

DISCLAIMER OF LIABILITY
The attached information is believed to be reliable, but is not guaranteed as to the accuracy or completeness by the City of Crestview. In no event shall the City of Crestview be liable for any direct, indirect, incidental, consequential, special or exemplary damages, of any kind or nature whatsoever, arising out of, or in connection with the provision of this information. This information is subject to change without notice.
Liens: Yes______ No______ If Yes, what kind? ________________________________

Amount due, if any ________________________________

__________________________________________________

Commercial Property: Yes______ No______ Active BTR: Yes______ No______

ADA Parking Space(s) Requirement Met?  Compliant ☐ Non-Compliant ☐ Notes: ________________________________

ADA Signage Posted with penalty?  Compliant ☐ Non-Compliant ☐ Notes: ________________________________

Code Violations: Yes______ No______

If yes, Description of Code Violations: ________________________________

__________________________________________________

Open Permits: Yes______ No______ Expired Permits: Yes______ No______

Description of Open/Expired permits: ________________________________

__________________________________________________

Utility Information:
Please contact the Utility Billing Department at 850-682-6131 or email @click2gov@cityofcrestview.org for water, sewer, garbage and account balance information.

Vacant Land: Yes______ No______

Information returned by: ________________________________

Signature: ________________________________

Date: ________________________________