LIEN INQUIRY FORM

DATE: _____

TO:
City of Punta Gorda
City Clerk's Office
326 W. Marion Avenue
Punta Gorda, FL 33950
prr@pgorda.us

FROM:
Name: _____
Address: _____
Company: _____
Phone: _____
Email: _____

NOTE: Please include all of the information below to insure a faster response. All requests must include a payment of $40.00 for a *regular search (3-5 business days)* **OR** $60.00 for a *rush search (24-48 hours).* **Searches received after 4:00 p.m. will be processed the following business day.** Checks must be made payable to the City of Punta Gorda for each address/folio number. Credit card payments are accepted over the phone by dialing (941) 575-3369. Limit one property per form.

PROPERTY ADDRESS _____ _____

FOLIO NUMBER _____

LEGAL DESCRIPTION _____
(e.g. - Lot, Block and Subdivision)

NAME OF OWNER/SELLER _____

ANTICIPATED CLOSING DATE _____

TYPE OF PROPERTY:

___RESIDENTIAL SINGLE FAMILY ___CONDOMINIUM ___ COMMERCIAL PROPERTY

___ MULTIPLE DWELLING ___VACANT LOT

☐ Check this box if you are requesting information on open Code Compliance cases for this property.

_____
Signature

_____
Print Name and Title

Disclaimer

Without guarantee, every effort will be made to process this request within **3 to 5 business days from the date of receipt.**
It is the responsibility of the individual or organizations making the above inquiry to ensure that all recorded liens are referenced in this report. The City's failure to include any recorded lien does not negate the liability of the requester. All recorded liens may be found in the Official Records of Charlotte County.