

## **Lien Search Request Process**

The following is our process for Lien Search Requests:

- We only take requests via mail, courier, or if dropped off in-person.
- We do not accept online requests via email or through our website.
- On your request, please provide the folio number, property address, and company contact information (include a working email because that is how the lien letter is sent).
- Payment needs to be a check made out to the Town of Miami Lakes. Both the request form and payment need to be sent to our address:

Attn: Office of the Town Clerk  
Town of Miami Lakes  
6601 Main Street  
Miami Lakes, FL, 33014

- Regular lien search services are \$50 and processed in 7-10 business days from the date received by the Office of the Town Clerk.
- Rush lien search services are \$100 and processed in 2-3 business days from the date received by the Office of the Town Clerk.

Once your lien letter is processed, you will receive a letter, via email, that will state the total fees owed on the property requested.

Should you have any questions and/or concerns regarding the above, do not hesitate to reach out to us.

Gina M. Inguanzo, Town Clerk

[inguanzog@miamilakes-fl.gov](mailto:inguanzog@miamilakes-fl.gov)

Alexis Martinez, Deputy Town Clerk

[martineza@miamilakes-fl.gov](mailto:martineza@miamilakes-fl.gov)



6601 Main Street, Suite 206 • Miami Lakes, Florida 33014  
Phone: (305) 364-6100 • Website: [www.miamilakes-fl.gov](http://www.miamilakes-fl.gov)  
Attn: Office of the Town Clerk

## Lien Search Request Form

### Contact Information (required):

Organization: \_\_\_\_\_

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email : \_\_\_\_\_

Phone : \_\_\_\_\_

### Lien Search Property Information (required):

Folio #: \_\_\_\_\_

Property Address: \_\_\_\_\_

\_\_\_\_\_

Owner: \_\_\_\_\_

Legal: \_\_\_\_\_

Closing Date: \_\_\_\_\_

Regular lien search services are \$50 and processed in 7-10 business days from the date received by the Office of the Town Clerk.

Rush lien search services are \$100 and processed in 2-3 business days from the date received by the Office of the Town Clerk.

Checks are to be made payable to the Town of Miami Lakes.

Results will be sent to the provided email address.