



# CITY OF SPRINGFIELD

## CODE ENFORCEMENT



3529 East 3rd Street Springfield, Florida 32401  
(850) 872-7570 Ext. 107 (850) 747-5663 Fax

### Lien Search Frequently Asked Questions and Relative Information

Q: Does the City of Springfield enforce liens on past due utility accounts.

A: Yes.

Q: Is there a fee for conducting a lien search?

A: Yes. Effective June 2, 2014, the City of Springfield adopted ordinance number 521 which imposes the collection of a fee in order to conduct a lien search.

Q: How much is a lien search fee?

A: There are two options. There is a "Regular" and a "Rush" request.

- Regular search - \$50 per parcel ID number which provides a (7) to (14) business day response.
- Rush search - \$100 per parcel ID number which provides a (3) business day response.
- Duplicate Request - \$5 per parcel ID number.

*\*\* Please note the time of service begins upon the receipt & processing of the payment. Payments received after 10:00 a.m. will not be processed until the next business day\*\**

Q: How do I request a Lien Search?

A: Under the tab for "City Hall" choose the "Lien Search" link, there is form "Request for Lien Search" that is fillable. Fill out the form and send the form along with payment to:

The City of Springfield, Attn: Code Enforcement 3529 E. 3<sup>rd</sup> Street Springfield, FL 32401

Q: Can I pay for a lien search online?

A: No. Currently the City of Springfield is unable to accept payments for lien searches online. Pardon our progress as we expect to offer this service in the future.

Q: Does the City of Springfield hold liens for utility accounts, Code Enforcement Fines/Fees, etc.?

A: Yes.

Q: Through a lien search request, past due accounts were identified. How do I pay these?

A: Any payments being made on outstanding accounts stemming from a lien search request should be submitted to the Code Enforcement department along with a copy of the lien search response form. This ensures the payment being made is applied to the proper account(s).

Q: How do I check on the status of a lien search request?

A: Call the City of Springfield Code Enforcement Department. In the interest of brevity, make your type of request within the time frame you require your response to be completed in. **The processing of a request does not begin until the payment is received/processed.** To ensure proper attention and efficiency to each lien search request; status checks will not be responded to if the status is not within the time frame chosen.

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