



City of Pompano Beach
Department of Development Services
Building Division

100 W. Atlantic Blvd Pompano Beach, FL 33060
Phone: 954.786.4670 Fax: 954.786.4677

Lien Research Request

Vernessa Stanislas-Allan
Phone: 954-786-4069
Fax: 954-786-4063
Email: vernessa.stanislas@copbfl.com

or

Amanda Saunders
Phone: 954-545-7801
Fax: 954-786-4063
Email: amanda.saunders@copbfl.com

You may request a lien search on properties located within the city by mail, fax, email and/or in person.

On your letterhead, please include your mailing address, telephone number and fax number.

Within the text of the letter, you would like to request a lien search on:

1. Owners name
2. Address
3. Tax id (folio) number
4. Legal description

Note: All of this information can be obtained from the Broward County Property Appraiser's internet site: www.bcpa.net

Lien research fee - \$110 dollars (per tax id - folio number).

Note: All checks must be made out to the City of Pompano Beach. No Credit Cards and/or Debit Cards are accepted at this time.

To expedite your request, you may email or fax the lien search request to us at 954-786-4063 along with a copy of the check.

Note: This will enable us to start the lien search prior to receiving your request and check.

Mailing address: City of Pompano Beach 100 West Atlantic Boulevard, Suite 360 Pompano Beach, Florida 33060
Attention: Lien Search Division

Also, please enclose a self addressed stamped envelope with your request and check.

Once your check is received and the lien search is processed, we will fax back the results as well as mailing you a "hard-copy" for your records.

Customers that want to hand deliver their request may do so by visiting the Lien Search Division on the third floor – Building Department, Suite 360 at City Hall. Go to the customer service counter and ask for the Lien Search Division.

Note: The normal turn-around time is approximately 3 – 4 business days.

Normal business hours are Monday through Friday 8:00 AM until 5:00 PM