



4001 Seminole Pratt Whitney Road  
Westlake, Florida 33470  
Phone: 561-530-5880  
Email: [info@westlakegov.com](mailto:info@westlakegov.com)

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## PROPERTY ASSESSMENT AND LIEN SEARCH GUIDELINES

To ensure a buyer receives a clear title on the property being purchased within the City of Westlake, a "Property Assessment and Lien Search Form" must be completed. Failure to do so may result in delays at closing or unpaid balances by the seller, or liens being filed on the property.

Please follow the guidelines below to submit your request(s) to the City of Westlake:

- The attached **PROPERTY ASSESSMENT AND LIEN SEARCH FORM** must be completed in its entirety.
- There is a seven (7) business day minimum processing period required, beginning on the day the request is received by the City.
- A processing fee of \$47.50 is required to be submitted along with the request. Requests will not be processed if payment is not received with the request.
- Payment may be made using a check or credit card (**see specific credit card payment details below**).
- Once the request has been processed, you will be notified at the email address or phone number you provide on your request form.

### SUBMITTING REQUESTS

- Searches may be requested by mail or in person.
- Mailed or walk-in requests should be submitted to the City of Westlake at the address listed above.

### PAYMENT OPTIONS

- Check Payments – Checks must be made payable to **City of Westlake** and must accompany each request submitted by mail or for walk-ins at the City.
- Credit Card Payments – Credit Card payments are accepted (**with the exception of American Express**); however, they must be made in person at the City of Westlake office located at the address listed above. **The City of Westlake does not accept Credit Card payments by phone.**



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**PROPERTY ASSESSMENT AND LIEN SEARCH REQUEST FORM**

\_\_\_\_\_  
*First Name* *Last Name*

\_\_\_\_\_  
*Complete Mailing Address*

\_\_\_\_\_  
*Phone # (including Area Code)* *Email Address*

**PROPERTY DESCRIPTION**

\_\_\_\_\_  
*PCN Number* *Subdivision* *Lot #* *Block* *Acreage*

\_\_\_\_\_  
*Property Address*

\_\_\_\_\_  
*Seller's Name* *Closing Date* *Buyer's Name*

\_\_\_\_\_  
*Buyer's Complete Address*

*Note: If this is a vacant lot, please be sure to send a copy of the Warranty Deed upon closing.*

**FEE PER LIEN SEARCH REQUEST: \$47.50**

**SELECT PAYMENT OPTION**

**CHECK**

**CREDIT CARD**

- Checks must be made payable to the **City of Westlake** and mailed or walked in to the City office along with the request to the address listed above.
- Credit Card payments are accepted, but must be made in person at the City of Westlake local office at the address listed above.
- If requesting multiple searches, we require a separate check for each search request.

**TO BE COMPLETED BY CITY OF WESTLAKE**

TO BE COMPLETED BY CITY OF WESTLAKE				
• City of Westlake Assessments	YES / NO	Assessments / Violation Descriptions	Total Due:	
			As of Date:	Completed By:
• Building Code Violations			As of Date:	Completed Date:
• Open Building Permits		Permit #	Permit Description	