



PLANNING AND ZONING DEPARTMENT, HEARING BOARDS SECTION
444 SW 2nd Avenue, 3rd Floor ♦ Miami, Florida 33130 ♦ Telephone 305-416-2030

FILE SEARCH REQUEST

Open Code Enforcement Violations and Liens

\$75.00 per Address or Folio Number

Findings will be provided in approximately seven (7) to ten (10) business days after receipt of completed request and payment.

Date _____

Property Address(es) / Folio(s): _____

Name _____

Mailing Address _____

City, State, Zip Code _____

Email _____

Telephone(s) _____

♦ For status inquiries, please email Jennifer Diaz at Jendiaz@miamigov.com ♦

NOTICE: A FINANCE DEPARTMENT LIEN SEARCH MUST BE CONDUCTED FOR INFORMATION REGARDING CERTIFIED LIENS AND OUTSTANDING AMOUNTS.

Additional Notes:

1. Prior to submitting the search, please verify the address and folio number is within the municipal boundaries of the City of Miami. Please go to the link below for confirmation
<http://www.miamigov.com/GISWebPortal/pages/default.asp>.
2. No refunds will be granted for a processed search.
3. If cancelling a submitted request, please notify us immediately in writing.
4. The \$75.00 charge is per address or per folio number. If additional addresses or folio numbers are tied to the one listed on the request, an additional payment of \$75.00 for each additional address or folio number will be charged. The request will be on hold until such additional payment is made.
5. Please address and send all requests to the contact information provided.
6. Only walk-in or mailed requests with payment will be accepted.
7. Searches will continue to be conducted on a first-come, first-serve basis.
8. After a search is complete, a copy of the response will be emailed. If the findings are requested to be mailed, please provide a self-addressed stamped envelope.
9. If providing our findings to property owners or other interested parties, please include *all attachments* with the response letter.
10. Please type the information on the request. If submitting a request in writing, please make sure it is clearly legible.