

# The City of Daytona Beach

ACCOUNTS RECEIVABLES

P.O. Box 15048

Daytona Beach, FL 32115-5048

To Whom It May Concern:

Attached is the official request form the city is accepting for researching liens and outstanding balances. Please make copies of the form and use to submit your requests and **allow 10 business days for our agency to process the request.**

Lien Research Requests should be faxed to **(386) 671-8065** to expedite service.

The research includes utilities, code violations and miscellaneous receivables such as lot clearance, false alarms, and any other balances owed. There is a **\$15** fee for each parcel requested.

For **open permit search** and **fire code violations**, please file written request with the City Clerk's office via the city's website: <https://tinyurl.com/y63srsm3>.

An invoice will be issued each month following the charge.

Payment should be made payable to **City of Daytona Beach**.

The mailing address is **PO Box 15048, Daytona Beach, FL 32115-5048**.

The physical address is **301 S. Ridgewood Avenue, Daytona Beach, FL 32114**.

Please contact me at (386) 671-8069 or email me at [ChristliebAmy@codb.us](mailto:ChristliebAmy@codb.us), if you have any questions.

Thank you in advance for your cooperation.

Sincerely,  
Amy Christlieb

Amy Christlieb  
Sr. Account Clerk  
Lien Specialist  
Accounts Receivable

Attachment: Lien Search Request Form

# The City of Daytona Beach

## Lien Research Request

Fax to (386) 671-8065

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

Company Requesting Search: \_\_\_\_\_

Billing Address of Company: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

New Search or Update Request: \_\_\_\_\_

Person Requesting Search: \_\_\_\_\_

Email Address (optional): \_\_\_\_\_

Company File Number: \_\_\_\_\_

Parcel Number: \_\_\_\_\_

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

Owner and/or Seller: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Note: This is the official form to request lien and outstanding balance search and is required.  
Allow up to 10 business days to be completed.

Effective January 11, 2016