



July 1, 2012

City of St. Pete Beach  
Community Development Department  
155 Corey Avenue  
St. Pete Beach, Florida 33706

RE: Lien Searches

To Whom It May Concern:

In order to serve you more effectively, the City of St. Pete Beach has revised its lien inquiry process.

Effective July 1, 2012 your agency will be charged \$40.00 for each request submitted. All requests received by this office after July 1, 2012 will be considered acknowledgement of the new fee and will be billed at \$40.00 per request. Attached to this letter is the current form to use when requesting the information. Please submit requests by e-mail to [twilkerson@stpetebeach.org](mailto:twilkerson@stpetebeach.org) or by regular mail to:

City of St. Pete Beach  
c/o Tina Wilkerson  
155 Corey Avenue  
St. Pete Beach, Florida 33706

All requests will be itemized and an invoice will be mailed to you at the end of each month with payment to be made within 14 days. If payment is not received by next billing cycle, your account will be frozen and no requests will be granted until all payments have been received.

If you should have any questions feel free to contact me at 727-363-9212.

We thank you in advance for your cooperation and understanding.

Sincerely,

*Tina Wilkerson*  
*Permit Tech*

Attachment: Lien Request Form



**CITY OF ST. PETE BEACH**  
Permit/Lien Request

Request Date: \_\_\_\_\_ Reference Number \_\_\_\_\_

Firm Requesting Information: \_\_\_\_\_

Representative' Name: \_\_\_\_\_

Billing Address: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Lien/Permit/Code Violation search fee \$40.00, you will be billed monthly for all requests. Please be sure we have current and correct billing information.**

**Information you are receiving and being charged for by the City of St. Pete Beach is information on City Liens. Records on other property encumbrances are not maintained by the City of St. Pete Beach.**

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**PROPERTY INFORMATION:**

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

**Parcel ID #:** \_\_\_\_\_

**Owner(s) Name:** \_\_\_\_\_

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**OUTSTANDING LIENS:** \_\_\_\_\_

**ACTIVE/EXPIRED PERMITS:** \_\_\_\_\_

**CODE VIOLATIONS:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

*THE CITY OF ST. PETE BEACH ASSUMES NO LIABILITY FOR ERRORS OR OMISSIONS HEREIN.*