

Please check the appropriate box for your request below

**Lien Search Request** (\$25 per property address) - [liensearches@colliercountyfl.gov](mailto:liensearches@colliercountyfl.gov)

- Lien search requests are for outstanding code enforcement issues on specified property.

**Payoff Request** (\$25 per property address) - [payoffrequests@colliercountyfl.gov](mailto:payoffrequests@colliercountyfl.gov)

- Payoff information requests are for outstanding fees on specified code enforcement issues.

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

**\*Payoff requests do not include lien searches; they are two separate requests. \***

**Payment must be made prior to processing any Lien Search and/or Payoff request. Requests received without payment will not be processed.**

For ~~online~~ payments: <http://www.colliegov.net/index.aspx?page=6998>. Complete this form in its entirety, and email it (with the Payment Confirmation number) to [Liensearches@colliercountyfl.gov](mailto:Liensearches@colliercountyfl.gov) or [Payoffrequests@colliercountyfl.gov](mailto:Payoffrequests@colliercountyfl.gov). If you prefer to mail a check, please print this form and mail it with your check to Code Enforcement Department, 2800 North Horseshoe Drive, Naples, Fl. 34104. Please make check payable to: CCBC (Collier County Board of County Commissioners). To request a payoff, you must provide a case number, citation number, etc. If you don't have this information, a lien search must be done.

**Requestor:**

**Requestor's Address:**

**City, State, Zip Code:**

**Telephone Number:**

**E-mail Address:**

**Payment Confirmation  
number:**

**Folio:**

**Physical Address:**

**Property Owner (if known):**

**Case(s):**

**NOTE: \* PROCESSING TIME WILL BE 3-5 BUSINESS DAYS\***

It is strongly recommended that you check the Public Records of Collier County for more information regardless of the payoff information provided. This and other offices may have items pending against this property. To perform a public records search via the internet, visit the Collier County Clerk of Courts Website at <http://apps2.collierclerk.com/CORPublicAccess> .

**For Code Enforcement Office Use**

**Date Paid:**

**Invoice Number:**

**Code Enforcement Representative:**