



**TOWN OF MEDLEY**  
 BUILDING AND ZONING DEPARTMENT  
 7777 NW 72<sup>nd</sup> Avenue  
 Medley, Florida 33166  
 Office 305-887.9541 • Fax 305-885-6928

**LIENS AND INFORMATION SEARCH REQUEST**  
**STOPPEL LETTER**

This form may be submitted to the Town of Medley, Building Department in Person or emailed to  
*building@townofmedley.com*

**BE ADVISED THAT THERE IS A \$100.00 CHARGE PER FOLIO NUMBER**

DATE: \_\_\_\_\_

**Check all that apply:**

- Open / Closed Permit Search                       Lien search                       Code Violations

Zoning Letter Request (be advised that zoning letters have a fee of \$150.00 per Folio Number)

**REQUESTED BY**

COMPANY / CUSTOMER NAME:			
Company / Customer Name:			
Address:			
Company / Customer Email:		Company / Customer Phone:	
SEARCH REQUESTED FOR:			
Property Address:			
Folio Number:		Owners Name:	

**Be advised that all Searches can take up to 15 business Days to process**

**DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY**

*Building:* \_\_\_\_\_  
*Code:* \_\_\_\_\_  
*Utilities* \_\_\_\_\_  
*Recertification:* \_\_\_\_\_

<i>Payment Date:</i> _____
<i>Fee:</i> _____ <i>Cash:</i> _____
<i>Check:</i> _____ <i>CC:</i> _____
<i>Total:</i> _____ <i>Clerk:</i> _____