



# Town of Highland Beach, Florida

## Notice of Municipal Lien Search Requests Fee Increase

**Effective October 1, 2024**

At the September 18, 2024, Highland Beach Second Public Hearing Budget Meeting, the Town Commission approved Resolution No. 2024-026, adopting Fiscal Year 2024-2025 Schedule of Fees establishing reasonable fees for town services and other charges.

The Town of Highland Beach is providing notice of an increase in the Municipal Lien Search Requests Fee effective October 1, 2024. The new fee is **\$175.00** per parcel control number (PCN). All lien requests received after this date will be subject to the new rate.

Municipal Lien Requests Please note, requests are processed in the order in which they are received with a response time of five to seven business days. Payment must be received before results are released. We do not offer expedited services.

### **Submitting The Request Form:**

Complete and submit the Municipal Lien Request form online through at <https://highlandbeachfl.justfoia.com/Forms/Launch/c51ec7f2-f1cf-49e9-a25a-c9f2a05d8481> and conveniently make the payment online.

### **Search Requirements:**

A separate lien search request form is required for each property and must include the parcel control number (PCN), the property address, and the property owner name(s)/information. If you do not have the property detail information, you can contact Dorothy Jacks, Palm Beach County Property Appraiser's Office at <https://pbcapao.gov/index.htm> or Anne M. Gannon Palm Beach County Tax Collector's Office at <https://www.pbctax.com/> for that information.

Please note, Highland Beach does not provide verbal results, only written results.

Regards,

Town of Highland Beach, Florida

Lanelda Gaskins, MMC  
Town Clerk