



CITY OF DADE CITY

"Proud Heritage, Promising Future"

Scott Black, Mayor
Normita L. Woodard, Mayor Pro Tem
Kristin Church, Commissioner
Ann Cosentino, Commissioner
James D. Shive, Commissioner

Marieke vanErven, City Manager
Angelia Guy, City Clerk
Peter Altman, Finance Officer
Patrick Brackins, City Attorney

March 26, 2026

Dear Title and Lien Search Professionals,

The City Commission of the Dade City recently adopted a resolution establishing lien search fees for requests submitted to the City. This action was approved at the regular City Commission meeting held on **March 10, 2026**, and is intended to formalize the process and recover staff time associated with researching municipal records.

Effective May 1, 2026, the following **lien search fee schedule** will apply to all requests submitted to the City:

- **\$25.00 – Standard Lien Search** (standard processing time)
- **\$50.00 – Expedited Lien Search** (48-hour turnaround)
- **\$100.00 – Priority Lien Search** (24-hour turnaround)

These fees apply to lien searches conducted for properties located within the municipal limits of the City of Dade City and cover the review of applicable City records, including but not limited to code enforcement liens, utility balances, and other municipal obligations as applicable.

Requests should include the **property address, parcel identification number (if available), and the preferred processing timeframe**. Payment must be made before we release requested information.

This policy ensures that the City can continue to provide accurate and timely responses while fairly allocating the administrative costs associated with performing these searches.

If you have any questions regarding this new fee schedule or the lien search request process, please contact the City Clerk's Office at 352.523.5052 or aguy@dadecityfl.com at your convenience.

Thank you for your continued cooperation and partnership with the city.

Sincerely,

Angie Guy, MMC CFPC

City Clerk

Established 1889