



# PROPERTY RECORDS RESEARCH

City of Holmes Beach  
5801 Marina Drive, Holmes Beach, FL 34217  
Phone: 941-708-5800, Fax: 941-708-5812

Please be advised that the information provided with this document is valid as of the date of receipt ONLY and is subject to change beyond that date. Please include a stamped, self-addressed envelope for any mail responses. Phone requests cannot be addressed .

**FEE: \$75.00 Non-refundable fee per request. Payment must be submitted with request.**  
**For credit/debit card payments, please complete attached or call 941-708-5800, ext. 221**  
A 3.5% transaction fee will also be applied to all credit card payments

**Mail checks to: City of Holmes Beach, Attn: Property Research, 5801 Marina Dr, Holmes Beach FL 34217**

### REQUESTER INFORMATION:

Date: \_\_\_\_\_ Agency Name: \_\_\_\_\_  
Phone: \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**\*\*\*\*\*ALL RESULTS WILL BE EMAILED\*\*\*\*\***

### PROPERTY INFORMATION:

Property Owner: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Parcel ID #: \_\_\_\_\_  
Lot/Block: \_\_\_\_\_

Please contact the following agencies to obtain information for those services as indicated below:

**Bright House (TV/DSL):** 941-748-1829      **Electric:** Florida Power & Light (FPL) – 941-917-0708  
**Water:** Manatee County Public Works – 941-792-8811      **Trash & Recycling:** Waste Pro – 941-355-9600  
**Taxes/County Assessment:** Manatee County Clerk of Courts – 941-749-1800

I hereby request that the City conduct a search of Code Violations and/or Open/Expired Permits on the property cited above. I have paid the non-refundable property research fee of \$75.00. I assume all responsibility for the accuracy and completeness of the property description information I have provided above. I understand that performance of the property search by the City of Holmes Beach will not relieve the requesting party from the responsibility of searching the public records of Manatee County, Florida for any and all liens or other documents recorded by the City of Holmes Beach, Florida against the property and/or property owner.

Requester Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

### FOR OFFICE USE ONLY:

#### CITY RESEARCH:

**Code Violations for this property** Yes \_\_\_\_\_ No \_\_\_\_\_ Verified by: \_\_\_\_\_

If yes,  
detail: \_\_\_\_\_

**Open/Expired permits for this property** Yes \_\_\_\_\_ No \_\_\_\_\_ Verified by: \_\_\_\_\_

If yes,  
detail: \_\_\_\_\_

Date Results Emailed: \_\_\_\_\_

Ck/ Receipt #: \_\_\_\_\_



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**One Time Credit Card Payment Authorization Form**

Sign and complete this form to authorize The City of Holmes Beach to make a one time debit to your credit card listed below.

**A 3.5% transaction fee will also be applied to all credit card payments**

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

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**Please complete the information below:**

I \_\_\_\_\_ authorize the City of Holmes Beach to charge my credit card  
(full name)  
account indicated below for the amount of \$75.00 plus the 3.5% transaction fee to conduct a Property Records search relating to the property listed below located in the City of Holmes Beach.

**Property Address to be researched:** \_\_\_\_\_

Account Type: <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover
Cardholder Name _____
Account Number _____
Expiration Date _____ Zip Code _____
CVV2 (3 digit number on back of Visa/MC, 4 digits on front of AMEX) _____

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.