



**CITY OF CLEVELAND**  
Mayor Justin M. Bibb

## PROPERTY LIEN SEARCH REQUEST FORM

DEPARTMENT OF FINANCE  
DIVISION OF ASSESSMENTS AND LICENSES  
CITY SERVICES BILLING

601 Lakeside Avenue, Room 127, Cleveland, OH 44114-1015  
216.664.2243 / [VPCBilling@clevelandohio.gov](mailto:VPCBilling@clevelandohio.gov)

**FINANCE**

### REQUESTOR INFORMATION

NAME:	
RETURN EMAIL:	
DATE:	

### UP TO FOUR PROPERTY INQUIRIES PER REQUEST FORM

CUSTOMER ID / PARCEL NUMBER	SERVICE PROPERTY ADDRESS	SPECIAL ASSESSMENT TYPE (VPC, CAN, BUP, DEMO, SID, BID)
		All

**PLEASE INCLUDE A COPY OF THE INVOICE(S) WITH YOUR PAYMENT, AND PROVIDE A SEPARATE CHECK FOR EACH SPECIAL ASSESSMENT.**

### OFFICE USE ONLY

As of \_\_\_\_\_ the attached invoice charges have been submitted to the Division of Assessments & Licenses by Department and/or Division for the Customer ID number(s) listed above. There may be additional outstanding charges that **have not been** submitted to the Division of Assessments & Licenses by a Division and/or Department on these particular properties.

No Improvement Districts or Sidewalk charges to date	No Board-up or Demolition charges to date	No Grass Cutting or Criminal Nuisances charges to date
RESEARCH PROCESS DATE:		
RESEARCHER SIGNATURE:		