



# PROPERTY LIEN SEARCH INVOICE REQUEST FORM

DEPARTMENT OF FINANCE  
DIVISION OF ASSESSMENTS AND LICENSES  
CITY SERVICES BILLING

601 Lakeside Avenue, Room 127, Cleveland, OH 44114-1015

**CITY OF CLEVELAND**  
Mayor Frank G. Jackson

216.664.2243 / [VPCBilling@city.cleveland.oh.us](mailto:VPCBilling@city.cleveland.oh.us)

## REQUESTOR INFORMATION

NAME:	
RETURN EMAIL:	
DATE:	

## UP TO FOUR PROPERTY INQUIRIES PER REQUEST FORM

CUSTOMER ID NUMBER	SERVICE PROPERTY ADDRESS	SPECIAL ASSESSMENT TYPE (VPC, BUP, DEMO)

**PLEASE INCLUDE A COPY OF THE INVOICE(S) WITH YOUR PAYMENT**

## OFFICE USE ONLY

As of           [ d a t e ]           the attached invoice charges have been submitted to the Division of Assessments & Licenses by Building and Housing and/or Park Maintenance 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 Building and Housing and/or Park Maintenance on these particular properties.

No Board-up charges to date

No Demolition charges to date

No VPC charges to date

RESEARCH PROCESS DATE:

RESEARCHER SIGNATURE: