

REPORT OF LIEN SEARCH

INSTRUCTIONS FOR PREPARATION

Purpose: This form is used to report on various types of lien searches and to annotate the type of lien and the period of the search for any liens against property being offered as security.	
Handbook Reference: 3-FLP	Number of Copies: Original and one
Signatures Required: Person completing the lien search.	
Distribution of Copies: Original to case file, copy to person completing lien search.	
Automation-Related Transactions: (Instructions for writers: provide only the information required, i.e. ADPS TC 3K. If no automation actions are required, insert N/A N/A	

Part A – Items 1 through 7 completed by FSA.

Fld Name / Item No.	Instruction
1A Name	Enter the applicant’s full legal name.
1B Known as	Enter any alias or other name used.
2 Address	Enter the mailing address and physical address if different from mailing address.
3 County of Residence	Enter the County where residence is located.
4 Records Searched	Enter the name of the County and State depending on the type of search being conducted for records searched. (ie., County - liens, mortgages or State – UCC).
5A-5K Types of Lien and Period of Search	Check the appropriate box(es) to indicate the type of lien for which records are being searched and annotate the number of years to be searched.
6 Name of Agency Official	Enter the name of the Agency Official requesting the lien search.
7 Date	Enter the date Agency Official signs the form requesting the lien search.

Fld Name / Item No.	Instruction
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Part B- Items 1 through 19 completed by the attorney or representative.

1A Type of Lien	Enter the instrument relating to the lien search specified in Item 5.
1B Date Filed	Enter the filing date of document in Item 1A.
1C File or Book and Page Number	Enter the File or Book and Page Number where the recorded instrument is located.
1D Amount	Enter the dollar amount on the instrument listed in Item 1A, if shown on the instrument.
1E Due Date	Enter the maturity or due date of the instrument in Item 1A, if shown.
1F To Whom Given	Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.).
1G Description of Property	Enter the description of the property offered as security on the instrument listed in Item 1A.
2 Name	Enter the person’s name conducting the lien search.
3 Title	Enter the person’s title conducting the lien search.
4 Signature	Enter the signature of the person conducting the search.
5 Date	Enter the date lien search is completed.
6 Hour	Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM.
7 Continuation of Lien Search	Items 7A through 7G are used to update a previous search from the date and time annotated in Items 5 and 6 above. (Complete only if this is a subsequent search).
8 Name	Enter the person’s name conducting the lien search.
9 Title	Enter the person’s title conducting the lien search.

Fld Name / Item No.	Instruction
10 Signature	Enter the signature of the person conducting the search.
11 Date	Enter the date lien search is completed.
12 Hour	Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM.
13 Continuation of Lien Search	Items 13A through 13G are used to complete a subsequent update of a previous search from the date and time annotated in Items 11 and 12 above.
14 Name	Enter the person's name conducting the lien search.
15 Title	Enter the person's title conducting the lien search.
16 Signature	Enter the signature of the person conducting the search.
17 Date	Enter the date lien search is completed.
18 Hour	Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM.
19 Remarks	Enter any remarks or comments.
<i>Part B - Item 20 is for FSA use only.</i>	
20 Address	Enter the address where the completed report, other instruments or documents should be returned.