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 /	Instruction
Item No.	

Part B- Items 1 through 19 completed by the attorney or representative.

Type of Lien 1B Date Filed Enter the filing date of document in Item 1A. Enter the File or Book and Page Number where the recorded instrument is located. Enter the dollar amount on the instrument listed in Item 1A, if shown on the instrument. Enter the maturity or due date of the instrument in Item 1A, if shown. Due Date Enter the maturity or due date of the instrument in Item 1A, if shown. Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.). Enter the description of the property offered as security on the instrument listed in Item 1A. Enter the person's name conducting the lien search. Enter the person's title conducting the lien search. Enter the signature of the person conducting the search. Enter the date lien search is completed. Enter the time the search is completed. Enter the time the search outpade a previous search from the date and time annotated in Items 5 and 6 above. (Complete only if this is a subsequent search). Enter the person's name conducting the lien search. Enter the person's name conducting the lien search.	1A	Enter the instrument relating to the lien search specified in Item 5.
Date Filed 1C File or Book and Page Number where the recorded instrument is located. 1D Amount on the instrument. 1E Due Date 1F To Whom Given 1G Description of Property 2 Enter the description of Property 1S Title 4 Enter the person's name conducting the lien search. Title 4 Enter the signature of the person conducting the search. 5 Enter the date lien search is completed. 6 Enter the time the search is completed. 7 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 9 Enter the person's title conducting the lien search. 1 Enter the time the search). 8 Enter the person's name conducting the lien search. 1 Enter the date lien search is completed outpdate a previous search from the date and time annotated in Items 5 and 6 above. (Complete only if this is a subsequent search). 8 Enter the person's title conducting the lien search. 9 Enter the person's title conducting the lien search.	Type of Lien	
IC File or Book and Page Number where the recorded instrument is located. ID Enter the dollar amount on the instrument listed in Item 1A, if shown on the instrument. IE Enter the maturity or due date of the instrument in Item 1A, if shown. Due Date IF Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.). Given IG Enter the description of the property offered as security on the instrument listed in Item 1A. Property Enter the person's name conducting the lien search. Name Enter the signature of the person conducting the search. Enter the date lien search is completed. Enter the time the search is completed. Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's title conducting the lien search. Enter the person's name conducting the lien search.	1B	Enter the filing date of document in Item 1A.
File or Book and Page Number 1D Enter the dollar amount on the instrument listed in Item 1A, if shown on the instrument. 1E Enter the maturity or due date of the instrument in Item 1A, if shown. Due Date 1F Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.). 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. 1Title 4 Enter the signature of the person conducting the search. 5 Enter the date lien search is completed. 5 Enter the time the search is completed. Continuation of Lien Search 1 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 Enter the person's name conducting the lien search. Enter the person's name conducting the lien search.	Date Filed	
and Page Number 1D Amount on the instrument. 1E Due Date 1F To Whom Given 1G Description of Property 2 Enter the description of the person's title conducting the lien search. Title 4 Signature 5 Enter the date lien search is completed. Enter the date lien search from the date and time annotated in Items 5 and 6 above. (Complete only if this of Lien Search) 8 Name 9 Enter the person's title conducting the lien search. Enter the date lien search). 8 Name Enter the time the search). Enter the date lien search is completed. (i.e., 3:15) and check the box for AM or PM. Enter the person's name conducting the lien search from the date and time annotated in Items 5 and 6 above. (Complete only if this is a subsequent search). Enter the person's title conducting the lien search. Enter the person's name conducting the lien search. Enter the date lien search is completed. (i.e., 3:15) and check the box for AM or PM. Enter the time the search is 1 tems 5 and 6 above. (Complete only if this is a subsequent search). 8 Enter the person's name conducting the lien search.	1C	Enter the File or Book and Page Number where the recorded
Number 1D Enter the dollar amount on the instrument listed in Item 1A, if shown on the instrument. 1E Enter the maturity or due date of the instrument in Item 1A, if shown. Due Date 1F Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.). Given 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Penter the person's name conducting the lien search. Name 2 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. 9 Enter the person's title conducting the lien search.	File or Book	instrument is located.
Amount on the instrument listed in Item 1A, if shown on the instrument. 1E Enter the maturity or due date of the instrument in Item 1A, if shown. 1F Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.). 1G Enter the description of the property offered as security on the instrument listed in Item 1A. 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. 5 Enter the date lien search is completed. 6 Enter the time the search is completed. 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's title conducting the lien search. 9 Enter the person's title conducting the lien search.	and Page	
Amount on the instrument. 1E Enter the maturity or due date of the instrument in Item 1A, if shown. 1F Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.). 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Continuation of Lien Search 1 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 Enter the person's name conducting the lien search. 9 Enter the person's name conducting the lien search.	Number	
Amount on the instrument. 1E Enter the maturity or due date of the instrument in Item 1A, if shown. 1F Enter the name and address of the lienholder or assignee of the instrument (mortgagee, beneficiary, etc.). 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Continuation of Lien Search 1 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 Enter the person's name conducting the lien search. 9 Enter the person's name conducting the lien search.	1D	Enter the dollar amount on the instrument listed in Item 1A, if shown
Due Date 1F To Whom Given 1G Description of Property 2 Enter the person's name conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Continuation of Lien Search Name 1 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 Enter the person's title conducting the lien search. Signature 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. 9 Enter the person's title conducting the lien search.	Amount	
1F To Whom Given 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Property Enter the person's name conducting the lien search. Title Enter the signature of the person conducting the search. Enter the date lien search is completed. Enter the time the search is completed. Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's title conducting the lien search.	1E	Enter the maturity or due date of the instrument in Item 1A, if shown.
To Whom Given 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. 9 Enter the person's title conducting the lien search.	Due Date	
To Whom Given 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. 9 Enter the person's title conducting the lien search.	1F	Enter the name and address of the lienholder or assignee of the
Given 1G Enter the description of the property offered as security on the instrument listed in Item 1A. Property Enter the person's name conducting the lien search. Name Enter the person's title conducting the lien search. Enter the person's title conducting the lien search. Enter the signature of the person conducting the search. Enter the date lien search is completed. Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's name conducting the lien search. Enter the person's title conducting the lien search.	To Whom	
Description of Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	Given	
Description of Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	1G	Enter the description of the property offered as security on the
Property 2 Enter the person's name conducting the lien search. Name 3 Enter the person's title conducting the lien search. Title 4 Enter the signature of the person conducting the search. Signature 5 Enter the date lien search is completed. Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. 9 Enter the person's title conducting the lien search.	Description of	
Enter the person's name conducting the lien search. Signature Enter the signature of the person conducting the search. Enter the date lien search is completed. Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's name conducting the lien search. Enter the person's title conducting the lien search.	_	
Enter the person's title conducting the lien search. Enter the signature of the person conducting the search. Enter the signature of the person conducting the search. Enter the date lien search is completed. Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's name conducting the lien search. Enter the person's title conducting the lien search.		Enter the person's name conducting the lien search.
Title 4 Enter the signature of the person conducting the search. 5 Enter the date lien search is completed. 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	Name	
Enter the signature of the person conducting the search. Enter the date lien search is completed. Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's name conducting the lien search. Enter the person's title conducting the lien search.	3	Enter the person's title conducting the lien search.
Signature Enter the date lien search is completed. Date Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's name conducting the lien search. Name Enter the person's title conducting the lien search.	Title	
Enter the date lien search is completed. Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 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). Enter the person's name conducting the lien search. Enter the person's title conducting the lien search.	4	Enter the signature of the person conducting the search.
Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	Signature	
Date 6 Enter the time the search is completed. (i.e., 3:15) and check the box for AM or PM. 7 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 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	5	Enter the date lien search is completed.
Hour for AM or PM. 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). Enter the person's name conducting the lien search. Name Enter the person's title conducting the lien search.	Date	•
Hour for AM or PM. 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). Enter the person's name conducting the lien search. Name Enter the person's title conducting the lien search.	6	Enter the time the search is completed. (i.e., 3:15) and check the box
Continuation of Lien Search date and time annotated in Items 5 and 6 above. (Complete only if this is a subsequent search). 8 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	Hour	· , , , ,
Continuation of Lien Search date and time annotated in Items 5 and 6 above. (Complete only if this is a subsequent search). 8 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	7	Items 7A through 7G are used to update a previous search from the
of Lien Search is a subsequent search). 8 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.	Continuation	9
8 Enter the person's name conducting the lien search. Name 9 Enter the person's title conducting the lien search.		`
Name 9 Enter the person's title conducting the lien search.	8	· '
9 Enter the person's title conducting the lien search.	Name	
I O		Enter the person's title conducting the lien search.
	Title	0

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.

Part B - Item 20 is for FSA use only.

20	Enter the address where the completed report, other instruments or
Address	documents should be returned.