



Apply for Estoppel/Lien Search

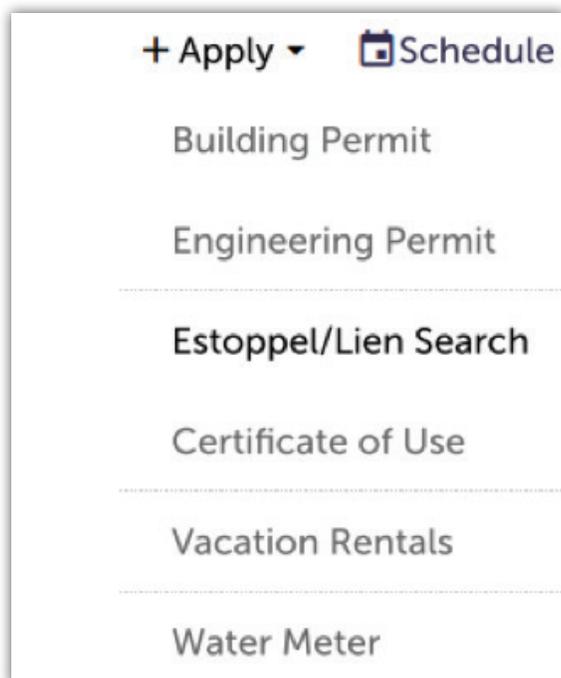


Simple steps to apply for an Estoppel/Lien Search Application

The steps listed below provide instructions to submit an estoppel/lien search application.

1. Log in to the **portal**.

2. Select **Apply** from the Navigation menu and select **Estoppel/Lien Search**.



3. Register a New Individual Account or Login. **Registration How to Guide** is online, www.westonfl.org/Home/ShowDocument?id=3023

4. Review the **General Disclaimer** and select the box next to 'I have read and accepted the above terms' to accept. Select **Continue Application**.

5. Step 1: Property Address & Owner
Click **Select from Account** or **Add New**.
Select the contact information for the **Applicant** by selecting from the account or adding a new contact. Note - this is who will be notified when search is complete.
A) **Select from Account** - select a contact associated to the account.
B) **Add New** - add a new contact not associated to the account.

6. Then type in **Parcel ID number** (no dashes or spaces) and click search. If a valid Weston Parcel ID is entered, then the **Owner's Information** and **Property Address** will auto-populate.

Select **Continue Application**.

Apply for Estoppel/Lien Search (Continued)

7. Step 2: Review. If information is correct select **Continue Application**.

8. Step 3: Pay Fees. If information is correct select **Continue Application**. Then complete credit card information fields and click **Submit Payment**.

Step 3: Pay Fees

Listed below are preliminary fees based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Estoppel Report	1	\$100.00

TOTAL FEES: \$100.00
Note: This Lien Search is limited to the date that the process is performed. There will be a \$100 nonrefundable processing fee attached to this application.

[Continue Application »](#)

9. Step 4: Record Issuance. **Record Number** will help when you search for a record. **Print/View Receipt** is your access to the receipt. **View Record Details** will allow you to see the record and the progress of the request.

Step 4: Record Issuance

 Your application has been successfully submitted. Your receipt is available below.

Thank you for using our online services.
Your Record Number is EST21-00037.

You will need this number to check the status of your estoppel search request.

[Print/View Receipt](#)

[View Record Details »](#) Thank You.

10. To view the progress from the **Home** screen, you must be logged in, click **My Records**, then click the arrow next to **Estoppels/Liens** to expand or collapse, then select the **Record Number** of the file you want to see, click **Attachments** to see documents.

Home ▾ Search ▾ + Apply ▾

My Dashboard

My Records

[Estoppels/Liens](#)

[Estoppels/Liens](#)

Showing 1-8 of 8 | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number
<input type="checkbox"/>	09/27/2021	EST21-00036

Record EST21-00036:

Estoppel

Record Status: Closed

[Record Info ▾](#) [Attachments](#) [Inspections](#) [Payments ▾](#)