

## Tips for Viewing and Using Fillable PDFs

### **Save the form to your computer before completing it**

Fillable PDF forms may be completed and saved using [Adobe Acrobat Reader](#) or a similar application (this software must be downloaded on your computer). You can either type information directly into each field or copy and paste text. The font is preselected and cannot be changed. Use only regular text (upper and lower cases); the system will not accept underlined text, bold or italics, script or formulas, curved or slanted apostrophes, double quotation marks or long dashes.

You can save your data and re-open the file later to modify or enter additional information.

### **Submitting fillable forms**

To submit a form using [Adobe Acrobat Reader](#), you can directly click on the “**SEND FORM**” link at the bottom of the form. Or you can attach the form and send it by email to [clerk@nsidfl.gov](mailto:clerk@nsidfl.gov)

### **Use the latest version of Adobe Reader**

To open and complete the PDF application forms, you will need Adobe Reader (the latest version is recommended). If you do not have it installed on your computer, you may download the latest version free of charge from <http://get.adobe.com/reader/otherversions>.

### **Print from Acrobat, not the browser**

If the fillable form is displayed within your web browser's window be sure to use the printer button on the Acrobat toolbar menu to print the form instead of your web browser's print function.



## North Springs Improvement District

### Water & Sewer Lien Search Request Form

Phone: (954) 752-0400, Option #1, Option #1

Fax: (954) 755-7317

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#### PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Folio Number: \_\_\_\_\_

Current Owner's Name (if known): \_\_\_\_\_

Account Name: \_\_\_\_\_ Date: \_\_\_\_\_

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#### UTILITY ACCOUNT INFORMATION (FOR DISTRICT USE ONLY)

1. Current Utility Account Number: \_\_\_\_\_

- ☐ Deposit on Hand: \$ \_\_\_\_\_
- ☐ Billed Through: \_\_\_\_\_
- ☐ Average Monthly Bill: \$ \_\_\_\_\_
- ☐ Past Due Amount: \$ \_\_\_\_\_

2. Previous Utility Account Number (if applicable): \_\_\_\_\_

- ☐ Current Bill/Past Due Amount: \$ \_\_\_\_\_

Total Amount Due to District: \$ \_\_\_\_\_ For Service Through: \_\_\_\_\_

Date Received: \_\_\_\_\_ District Representative: \_\_\_\_\_ Date Completed: \_\_\_\_\_

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#### REQUESTOR INFORMATION

Return Information To:

Attention: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

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#### Service Type and Fee (Effective August 6, 2025)

- ☐ Standard Lien Search: \$50.00 (4-5 business days processing time)
- ☐ Expedited Lien Search: \$75.00 (1-2 business days processing time)

Payment Method: Check Number: \_\_\_\_\_ Amount Enclosed: \$ \_\_\_\_\_

Please make checks payable to "North Springs Improvement District" and include the property address or folio number on the check. Remit to North Springs Improvement District, Attn: Utility Billing, 9700 NW 52nd Street, Coral Springs, FL 33076. **Note: Please call for an account balance update before closing.**

Thank you for your request. We are committed to providing accurate and timely lien search information.