



Owasso Inspection Department  
111 North Main Owasso, OK 74055  
Phone: 918.376.1540 Email: [cevans@cityofowasso.com](mailto:cevans@cityofowasso.com)

## Application for Special Assessment Letter

The requesting party assumes all responsibility for the accuracy and completeness of the property description provided to the City, including the property address and legal description.

### Application Fee: \$10.00

Date of This Request: \_\_\_\_\_

Requesting Party's Name: \_\_\_\_\_

Company Affiliated With: \_\_\_\_\_

Company Address: \_\_\_\_\_

Best Daytime Phone Number to Reach You: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Address to be Searched:** \_\_\_\_\_

Legal Description: Lot \_\_\_\_\_ Block \_\_\_\_\_ Addition \_\_\_\_\_

Buyer/Seller of Property: \_\_\_\_\_ Refinance: Yes or No

File/Reference Number: \_\_\_\_\_

I hereby request that the City conduct a search of outstanding liens and assessments on the property cited above. I have paid the non-refundable lien search fee of \$10.00. I assume all responsibility for the accuracy and completeness of the property description information I have provided above. The City reserves the right to release the results of the lien search contingent on bank clearance of payments made by check. I understand that performance of the lien search by the City of Owasso, Oklahoma will not relieve the requesting party from the responsibility of searching the public records of Tulsa or Rogers County, Oklahoma, for any and all liens or other documents recorded by the City of Owasso, Oklahoma against the property and/or property owner.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Effective: 2/2012

**EFFECTIVE FEBRUARY 1, 2012, all fee's must be paid at time of letter request.**

**You may submit your completed Lien Search Request Form in one of three ways:**

1. **Email** the completed form to [cevans@cityofowasso.com](mailto:cevans@cityofowasso.com) and call 918. 376.1540 to pay with credit or debit card by phone.
2. **Mail it**, along with your check or money order for **\$10.00** made payable to the City of Owasso, attention Cyndi Evans P.O. Box 180 Owasso, OK 74055. The City reserves the right to release the results of the lien search contingent on bank clearance of payments made by check.
3. **Hand deliver completed form** to the Community Development/Permits Department at 111 North Main Street Owasso, OK 74055 between the hours of 9:00-11:00 ~ 1:00-4:00. Pay the **\$10.00** lien search fee by cash, check/money order, or credit/debit card at the Permit Payment Window. The City reserves the right to release the results of the lien search contingent on bank clearance of payments made by check.