

**CITY OF BALTIMORE DEPARTMENT OF FINANCE
BUREAU OF TREASURY MANAGEMENT
LIENS UNIT
BUSINESS POLICY – LIEN CERTIFICATES**

Effective Date: June 2006

Latest Revision: October 2008

Background: A Lien Certificate is a legal document indicating any municipal liens due at the time of issuance of a Baltimore City Lien Certificate. A Lien Certificate is valid for 45 days from issue date. Anytime the owner of real property in Baltimore City is coming out of title through a sale, gift, or LLC, a Lien Certificate is required. There are two types of Lien Certificates: with code violations and without code violations. The decision to apply for a certificate with or without code violations is based on the customer's knowledge of the property being transferred. Lien Certificates without code violations cost \$25.00 and are usually requested if the customer feels confident that there are no violations on the property. The lien certificate will show that a search for code violations was not requested. Lien Certificates with violations cost \$55.00 and include all violations. In order to obtain a Lien Certificate, an application must be completed (click [here](#) to print out an application form if you want to mail in your payment or go to <http://cityservices.baltimorecity.gov/LIEN/> if you would like to submit it electronically). Payment must be received with the application.

Process: Requests for lien certificates may be delivered in-person to the Liens Section, by regular or special delivery mail or electronically through the City's web application. A lien certificate is requested through an application process. The application (click [here](#) to print out an application form if you want to mail in your payment or go to <http://cityservices.baltimorecity.gov/LIEN/> if you would like to submit it electronically) must be completed and submitted along with a payment of \$55.00 for a search with code violations and \$25.00 for a search without code violations.

All applications received are entered into the City's liens system and the liens unit performs searches to obtain information on the status of all bills originated by the City.

Note: Substitutions will not be accepted under any circumstances. Once a lien search has been requested for a specific property, it cannot be substituted for another.

Once the search is complete, the lien certificate is typed and passed on to a lead-worker or supervisor for verification. Once the verification process is complete, the certificate is either mailed or if a phone number was provided a call is placed to the applicant for pick-up. Failure to pick-up a lien certificate within 5 days after notification will result in it being mailed. It is up to the applicant to indicate on the application whether there is a preference to pick-up the certificate upon completion or have it mailed.

Acceptable Payment Methods: Money orders, checks, cash and credit cards are all acceptable forms of payment for requests made in-person. Requests made through the mail are limited to money orders and checks. Online payments can be made using your Visa, Discover and Master Card.

Timeframes: The Liens Section is committed to a liens turnaround time of seven calendar days for 95% of applications submitted. Searches with code violations that require information from other agencies may require more time than those without code violations.

Special Accommodations: Special accommodations will **not** be made for customers requesting lien certificates. All work will be processed in the order that it is received. This policy has been implemented to ensure fair and timely processing for all customers. Please be reminded that applications will be accepted and searched with a goal of providing the lien certificate within seven calendar days. Furthermore, applications will be processed as they are received and will not be held for the convenience of individual customers.