



# City of Tarpon Springs, Florida

City Clerk & Collector  
410 North Ring Avenue  
Tarpon Springs, Florida 34689  
(727) 942-5614  
Fax (727) 942-5619  
email: [assessments@ctsfl.us](mailto:assessments@ctsfl.us)

## MUNICIPAL ASSESSMENT SEARCH/PAY-OFF REQUEST FORM

In order to complete the assessment search the following information is required. The City only accepts written requests – **No verbal request will be honored.**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

### **Property Information required:**

Physical Address: \_\_\_\_\_

Tax Parcel number: \_\_\_\_\_

Legal Description: \_\_\_\_\_

Closing Date (if known): \_\_\_\_\_

Pay Off Through date: \_\_\_\_\_

### **Permit Information (to be provided by the Building Development Dept.):**

Check here for information on Open/Closed/Expired permits.

This information will **NOT** be included with our return letter to you.

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### **Payment information:**

Fee(s): \$10.00 per parcel (cash, check, credit card\* accepted).

***\*A fee will be charged by our credit card processing center.***

If paying by credit card....you must first submit your request form and then contact our office at 727-942-5614 to complete the payment process.

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### **OTHER INFORMATION:**

- Assessment searches will **NOT** be processed until paid.
- Prior to submitting this request, please verify with the Pinellas County Property Appraiser's office that the address is within the jurisdiction of the City of Tarpon Springs.
- Send completed form: [assessments@ctsfl.us](mailto:assessments@ctsfl.us)