



TO: Title and Realty Companies
FROM: City of Monticello – Finance Department
RE: PROPERTY SEARCHES

The City of Monticello charges \$30 per parcel for complete property-related searches. Property searches should be in writing and accompanied by the search fee unless other arrangements have been made. Note: we can accept credit card payments by phone or in person.

Please send the following information to ap@ci.monticello.mn.us:

- Your contact information
- Property identification (PID) number
- Property address
- Your file number
- Date of closing, if applicable
- Description of information you are seeking

Our written search will include verification of levied special assessments, pending special assessments (i.e. approved by Council, but not yet included on tax statements), utility billing balances (current and delinquent), and outstanding miscellaneous accounts receivable billed against the property. We will do our best to verify any miscellaneous charges in process that have not yet been billed. Our reply will not include any pending assessments or unprocessed charges and is not a formal, complete search. A written search can be re-verified, if necessary, up to six months after the original search at no additional cost. The six month window restarts on January 1 of each year.

If you are seeking verification of outstanding bills related to utility billing or miscellaneous charges, we can provide limited information at no charge.

We kindly request that you provide at least 72 hours advance notice for search requests. If less than a 24 hour notice is given, we cannot guarantee completion of a search the same day.

You may also check our website at www.ci.monticello.mn.us; go to City Services, then Property Search and click the Special Assessments link. If you have further questions regarding property searches, please call 763-295-2711.