



TOWN OF WILMINGTON  
OFFICE OF THE TOWN CLERK

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## LIEN INFORMATION

You are welcome to research examples of liens that are in our land records (see a few references below). Please understand that the Town Clerk's Office does not possess legal expertise in these matters. We suggest that you consult a lawyer regarding the legal aspects of placing a lien in the land records.

Title 9 Chapter 51 of the Vermont Statutes contains information regarding liens. The following is the link to this information: <http://www.leg.state.vt.us/statutes/sections.cfm?Title=09&Chapter=051>

### PLACING A LIEN

For indexing purposes, with all recording that comes into the Town Clerk's Office we require certain information to be **included in the document**:

1. Who is **placing** the lien including contact information
2. Who the lien is **being placed against** including property information (debtor/owner name, 911 address and tax ID#).
3. **Amount** of the lien.
4. We also need a pre-stamped, pre-addressed return envelope to return the lien after recording.
5. The recording fee is **\$15.00 per page**, this must be included with your recording.

### RELEASING A LIEN

The same process as outlined above applies when you are releasing a lien that has been paid or satisfied.

1. Who is **releasing** the lien including contact information.
2. Who the lien **was** placed against (debtor/owner name, 911 address and tax ID#).
3. The **book and page** of the lien (will be stamped on the original returned to you, or you can come in and look it up in the records.)
4. The **amount** of the lien that is being released.
5. We also need a pre-stamped, pre-addressed return envelope to return the lien after recording.
6. The recording fee is **\$15.00 per page**, this must be included with your recording.

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You can run a report of liens in our public computer by:

1. opening up the reports menu
2. choose a **date range** (last 6 months should be fine)
3. choose **record type** as **LIEN**
4. **print the list**

Here are a few examples of liens that have the required information:

<u>Book</u>	<u>Page</u>
258	362
258	413 (preferred format, easier to read)
259	85
259	174