

TOWN OF WILMINGTON

OFFICE OF THE TOWN CLERK

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://legislature.vermont.gov/statutes/chapter/09/051

**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-addressed return envelope to return the lien after recording, postage appreciated.
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 pre-addressed return envelope to return the lien after recording, postage appreciated.
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 report’s 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:

LIEN AT BK 334/PG 20 & RELEASE AT BK 334/PG 367

LIEN AT BK 344/PG 486 & RELEASE AT BK 348/PG 456

LIEN AT BK 345/PG 337 & RELEASE AT BK 348/PG 531

 *Word Doc: SOP File/LIEN INFORMATION SHEET*