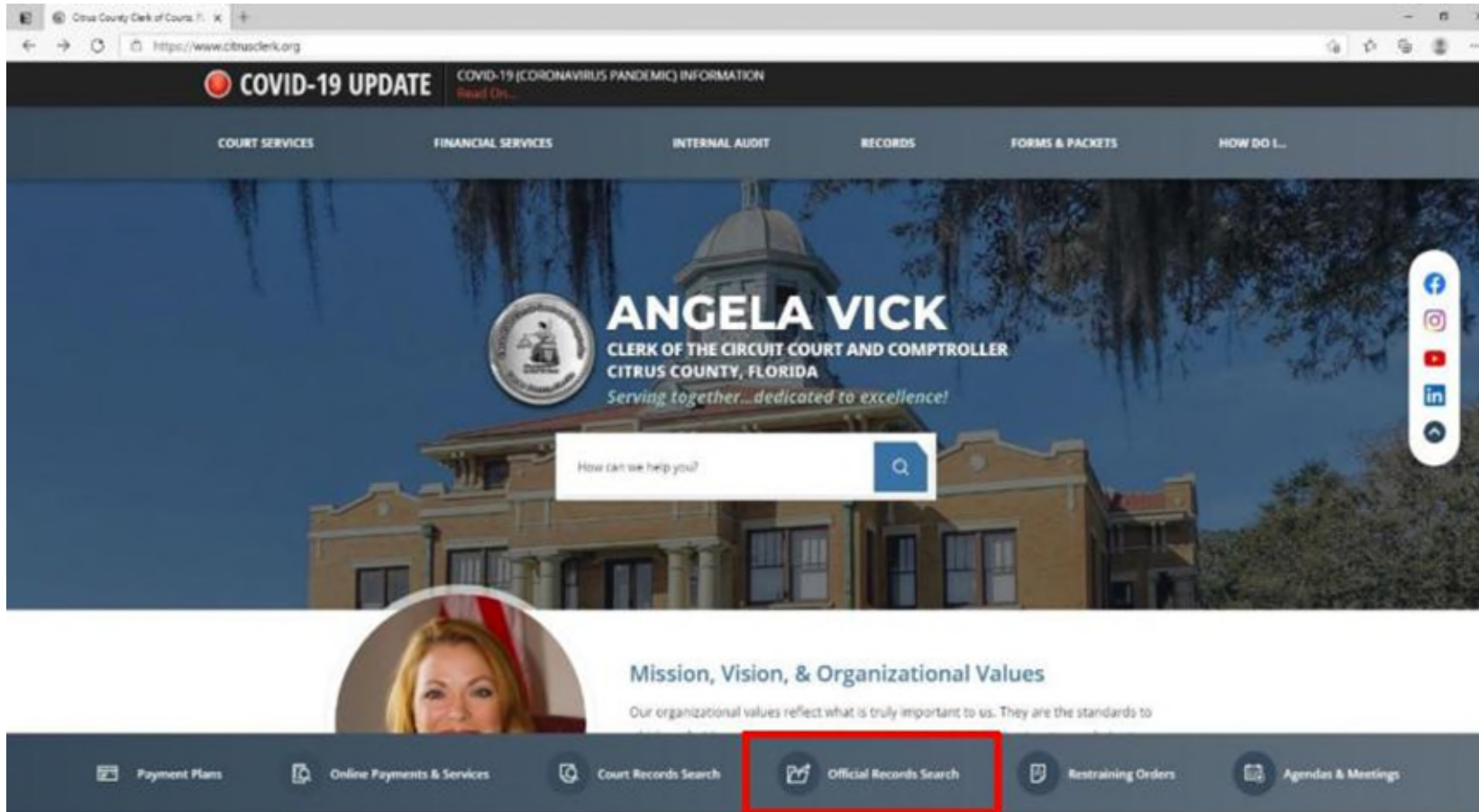


Steps to Complete an Official Records Legal Description Search

Citrus County Clerk of Court and Comptroller

Step 1— Visit the Citrus County Clerk of Courts’ home page www.citrusclerk.org.

Step 2 — Locate the link to the **Official Records Search** at the bottom of the home page and click this link.



Step 3 —A new page with a grey background and several icons to choose from will open. Click the icon of scales with the word “*Legal*” beneath it.

Citrus County
Official Records Search

Home Search Support Citrus County Fee Calculator Recording Activity Notification E-Certify

Name

Document

Case Number

Book and Page

Consideration

Record Date

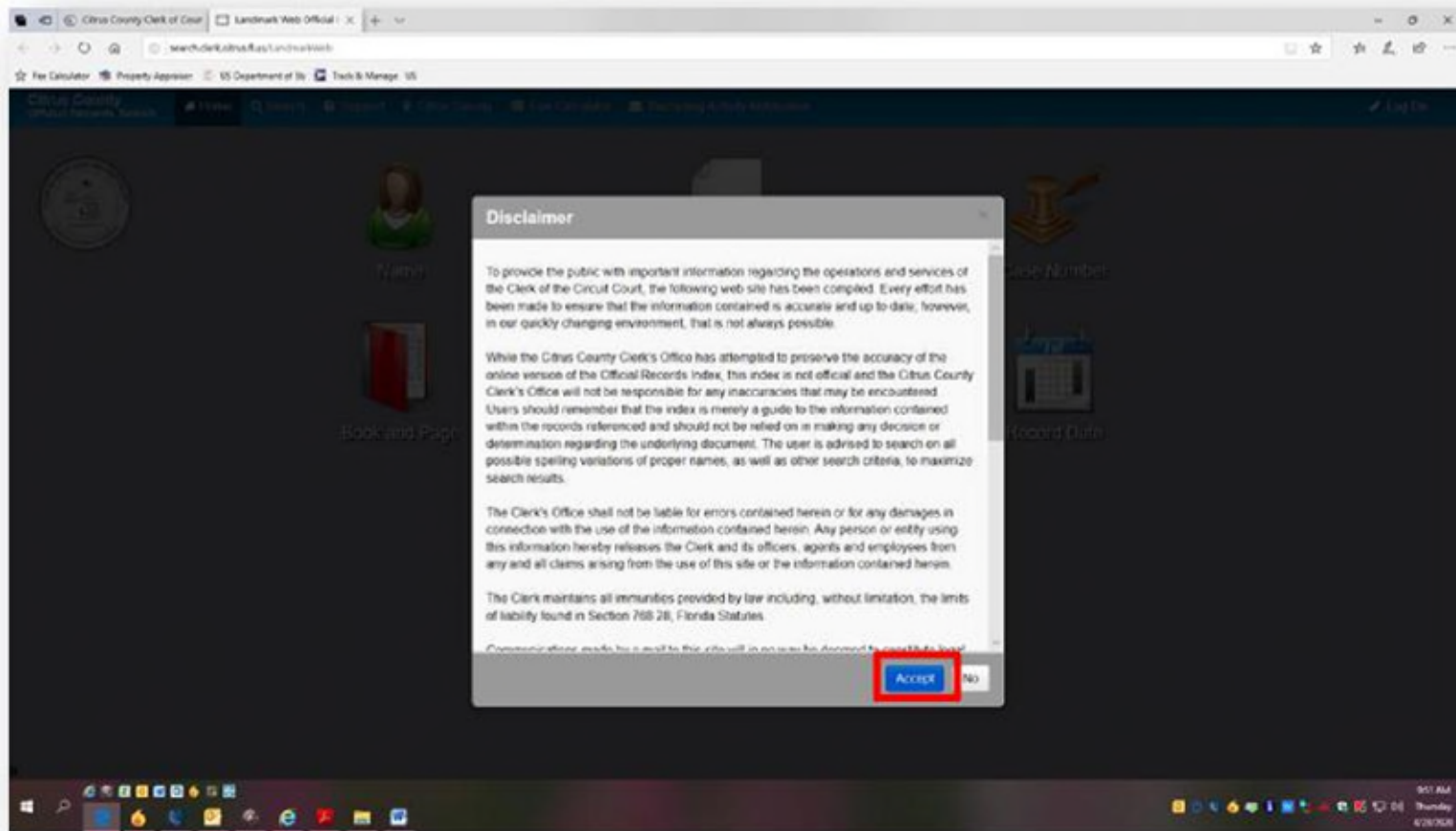
Instrument Number

Legal

Quick Search

- Select an option -

Step 4 — A disclaimer will pop up. After reviewing the disclaimer, click “Accept.”



Step 5 —A new page will open.

Citrus County
Official Records Search

Home Search Support Citrus County Fee Calculator Recording Activity Notification E-Certify

Name Legal * Contains

Document Type select

Book/Page Document Type

Consideration Document Category All Categories

Case Number Begin Date 01/01/1980 Yesterday Today Oldest

Instrument Number End Date 05/22/2023 Yesterday Today

Record Date Search the last ... Days

Legal Show first 100 records

Advanced Legal

Quick Search

Submit Clear Form Clear All

Instrument Number Verification
Instrument Number verified through
05/18/2023 (2023029285).

Important Information

Help - Legal Search

My List

Step 6 —Click the box “Advanced Legal”

Citrus County Official Records Search | Home | Search | Support | Citrus County | Fee Calculator | Recording Activity Notification | E-Certify

Name	Lot	<input type="text"/>	Block	<input type="text"/>
Document Type	Unit	<input type="text"/>	Subdivision	<input type="text"/>
Book/Page	Description	<input type="text"/>		
Consideration	Document Type	<input type="text"/>	<input type="button" value="select"/>	
Case Number	Document Category	All Categories		
Instrument Number	Begin Date	01/01/1980	<input type="button" value="15"/> Yesterday Today Oldest	
Record Date	End Date	05/22/2023	<input type="button" value="15"/> Yesterday Today	
Legal		Search the last ... Days		
Advanced Legal		Show first 100 records		
Quick Search				

Instrument Number Verification
Instrument Number verified through 05/18/2023 (2023029285).

Step 7 — Type in the details from the legal description connected with the property being searched. Please note: not all legal descriptions will have a Lot, Block, Unit, and Subdivision to enter. Enter what information you do have.

Step 8 — Click “*Submit.*”

The screenshot shows the Citrus County Official Records Search interface. The browser address bar displays the URL: <https://search.citrusclerk.org/LandmarkWeb/search/index?theme=.blue§ion=searchCriteriaLegal&quickSearchSelection=>

The navigation bar includes: Citrus County Official Records Search, Home, Search, Support, Citrus County, Fee Calculator, Recording Activity Notification, and E-Certify.

The search form contains the following fields and options:

- Name**: [Empty]
- Lot**: 1-20
- Block**: E
- Unit**: 6
- Subdivision**: INVERNESS OAK PARK ADD
- Description**: [Empty]
- Document Type**: [Empty]
- Document Category**: All Categories
- Begin Date**: 01/01/1980 (with Yesterday, Today, Oldest buttons)
- End Date**: 05/25/2023 (with Yesterday, Today buttons)
- Search filters**: Search the last ... Days, Show first 100 records

On the right side, there are three informational boxes:

- Instrument Number Verification**: Instrument Number verified through 05/22/2023 (2023030054).
- Important Information** (Warning icon)
- Help - Legal Search** (Info icon)
- My List** (List icon)

At the bottom of the form, there are three buttons: **Submit** (highlighted with a red box), **Clear Form**, and **Clear All**.

Step 9 — Recorded documents from 1980 forward with matching information will populate below. Documents recorded before 1980 are on microfilm. Please contact the Recording Department by calling (352) 341-6424 option 2 for more information on how to view documents recorded before 1980.

https://search.citrusclerk.org/LandmarkWeb/search/index?theme=.blue§ion=searchCriteriaLegal&quickSearchSelection=

Citrus County
Official Records Search

Home Search Support Citrus County Fee Calculator Recording Activity Notification E-Certify Log On

Name Lot 1-20 Block E

Document Type Unit 6 Subdivision INVERNESS OAK PARK ADD

Book/Page Description

Consideration select

Case Number Document Type

Instrument Number Document Category All Categories

Record Date Begin Date 01/01/1980 Yesterday Today Oldest

Legal End Date 05/25/2023 Yesterday Today

Advanced Legal Search the last ... Days

Quick Search Show first 100 records

Submit Clear Form Clear All

Instrument Number Verification
Instrument Number verified through 05/22/2023 (2023030054).

Important Information

Help - Legal Search

My List

Results

Hide Results Clear Results Print Export

Returned 2 records

Your Legal Doc Search for Lot "1-20", Block "E", Subdivision "INVERNESS OAK PARK ADD", Begin Date "1/1/1980", and End Date "5/25/2023" returned the following results:

Displaying 25 records per page

First Previous 1 Next

#	Status	Grantor	Grantee	Record Date	Doc Type	Book Type	Book	Page	Instrument #	Legal
1	STANDARD	CITRUS COUNTY BOARD OF COUNTY COMMISSIONERS DALY & ZILCH FLORIDA INC	TO WHOM IT MAY CONCERN	06/25/2010	NOT COMM	OR	2362	1373	2010028389	L: 1-20 Blk: E Sub: INVERNESS OAK PARK ADD

Step 9 — Each record can be clicked on and viewed. There will be an option to print once the document has been opened.

If the message “*Not viewable via the web*” appears, the selected document is a protected document type and not viewable outside of a Citrus County Clerk’s Office. Please contact the Recording Department by calling (352) 341-6424 option 2 for more information on how to view this document.

Step 10 — To return to the search results, click the orange button labeled “*Return to Search Results*” located on the top left corner of the screen.

The screenshot displays the Citrus County Official Records Search website. The browser address bar shows the URL: <https://search.citrusclerk.org/LandmarkWeb/search/index?theme=.blue§ion=searchCriteriaLegal&quickSearchSelection=>. The navigation menu includes Home, Search, Support, Citrus County, Fee Calculator, Recording Activity Notification, and E-Certify. A red box highlights the "Back to Search/Results" button in the top left corner. The document information section on the left lists details for instrument # 2010028389, recorded on 06/25/2010. The main content area shows a scanned document with the following text:

OFFICIAL RECORDS
CITRUS COUNTY
BETTY STRIFLER
CLERK OF THE CIRCUIT COURT
RECORDING FEE: \$10.00
2010028389 BK: 2362 PG: 1373
06/25/2010 12:03 PM 1 PG
BTENNEY, DC Receipt #021812

CHARGE TO: BCC
RETURN TO: COMM. RECORDS

2010028389 1 PG

NOTICE OF COMMENCEMENT

Permit No. _____ Parcel ID No. 20E19S180040 000E0 0010
STATE OF FLORIDA COUNTY OF CITRUS

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement:

- Description of Property: Alt Key: 1759889 Address: 120 N. Montgomery Avenue, Inverness, FL 34450 Sec: 18 Twp: 19 Rng: 20
Legal Description: OAK PK ADD TO INVERNESS LOTS 1 TO 20 INCL BLK E & PT OF ALLEY & PT OF TOMPKINS ST LESS R/W
FURTHER DESC IN OR BK 699 PGS 668, 673 & 676, OR BK 712 PG 224 & OR BK 786 PG 988
- General Description of Improvement: Various Interior Renovations
- Owner Information: Name and Address: Citrus County Board of County Commissioners, 3600 W. Sovereign Path, Lecanto, FL 34461
Name and Address of Fee Simple Titleholder (If other than owner): N/A
- Contractor Name and Address: Daly & Zilch (Florida), Inc., 305 S. Salisbury Terrace, Suite A, Lecanto, FL 34461
Phone Number: 352-341-4860
- Surety Name and Address: RLI Insurance Company, 6000 Cattlebridge Drive, Suite 206, Sarasota, FL 34232
Phone Number: 641-343-1100 Amount of Bond: \$172,200.00
- Lender Name and Address: N/A
- Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1) (a) (7), Florida Statutes: Name and Address: Clerk of the Circuit Court Betty Strifler, Attention: Commission Records, 110 North