# Tips for Searching the Tracking Log

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## For All Searches

**PAYMENT DATES**: Envelopes containing payments are not opened until the Certificates of Title(CETs) for the relevant sale date have been received from the Clerk of Courts. Once payments are opened, one of two things will happen – generally within 2 business days after receipt of CETs:

- 1. Everything is in order, the CET is recorded, and the tracking log is updated to reflect the CFN number of the recorded document.
- 2. There is a problem and the CET can't be recorded.

Payments will be posted to the tracking log only when item 2 applies, and you will see details in comments.

**COMMENTS:** To view comments about a case, click "select" next to the case number.

PARCEL ID NUMBERS are linked to the Broward County Property Appraiser's website.

CFN NUMBERS are linked to the CET on our website.

Note: In some cases, there is more than one CET recorded for the same case number. The log always reflects the latest recording, but once on our website, you can use the link next to "Previous Related Docs" to view the initial CET. The exception to this rule is timeshares.

## Sale Date Search \*

The sale date can be keyed in manually, or you can click in the box and a calendar will display, which will allow you to select your date range. The date must be keyed in mo/day/year format: e.g. 1/1/1901.

## Case Number Search \*

The case number **must** be keyed in the following format:

Four letter court designation-two digit year designation-six digit case number, e.g. CACE-12-345678 If the case number is less than six digits, you must key -0-s in front of the actual case number to arrive at six digits: e.g. CACE-12-003456. Entering less than the required format may produce multiple variations of the case number entered.

## Parcel ID Search \*

The parcel Id number must be keyed in the following format: 123456789012.

The Tax Bill Parcel ID / Folio / Property ID number are all acceptable numbers for keying, but all must be keyed with no spaces or dashes, must contain a 12 digit format. Entering less than the required format may produce multiple variations of the parcel Id number entered. Your best bet is to use the format on the foreclosure website. TIMESHARE UNITS DO NOT HAVE INDIVIDUAL PARCEL ID NUMBERS. PLEASE USE OTHER CRITERIA FOR SEARCHING FOR A TIMESHARE CERTIFICATE OF TITLE.

\*This office is not liable for the failure of a sale date, case number, or parcel ID to be found, due to a keying error or misinformation from third party sources. As the customer, if you use the wrong format or incorrect data, your results will not display or may display incorrect information.