



Finance and Administrative Services Department
Records, Taxes, and Treasury Division/Recording Section
115 S Andrews Avenue, Room 114 • Fort Lauderdale, Florida 33301 • 954-831-4000 • FAX 954-357-7267

BROWARD COUNTY RECORDS, TAXES & TREASURY DIVISION

Request for Agent Code and/or Recording Transmittal

Please check the box next to applicable statement and complete the section below that statement.

Date: \_\_\_\_\_ Contact Name: \_\_\_\_\_

[ ] I am requesting only an Agent Code and do not require a Recording Transmittal.

[ ] I am requesting both an Agent Code and a Recording Transmittal master form.

Company / Firm / Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Suite / Room: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will Call Box# (if applicable) \_\_\_\_\_

[ ] The name, address or other information currently associated with my Agent Code has changed. Please update your records to reflect the following and provide me with an updated transmittal.

Company / Firm / Individual: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Suite / Room: \_\_\_\_\_

City: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email Address: \_\_\_\_\_

Will Call Box# (if applicable) \_\_\_\_\_