

How to use the GIS and the Payoff Information Request Form

- 1) Log on to www.CapeCoral.net
- 2) Go to 'I Want To...' then 'Find' then 'Assessments & Payoffs'

The screenshot shows the Cape Coral website's navigation menu. The 'I WANT TO...' dropdown menu is open, displaying a list of services. A red arrow points to the 'ASSESSMENTS & PAYOFFS' option. The menu items are: APPLY FOR, CHECK STATUS OF, FIND, PAY, REGISTER, REQUEST HELP WITH, SCHEDULE, WATCH, AUDIT REPORTS, ASSESSMENTS & PAYOFFS, BUILDING PERMIT REPORTS, BUSINESSES, CITIZEN SUPPORT CENTER, CODE LIENS, EMERGENCY INFORMATION, FEMA FLOOD ELEVATION CERTIFICATE, LOST PETS, MAPS, MEETINGS AND AGENDAS, MY COUNCIL MEMBER, MY FLOOD ZONE, ORDINANCE, RESOLUTIONS AND MINUTES, POLICE REPORTS, PROPERTY INFORMATION, RECORDS, and SEXUAL PREDATORS AND OFFENDERS.

- 3) Read the DISCLAIMER, and if you are in agreement click 'Start'

CLICK ON THE "START" BUTTON BELOW TO ACCESS THE CapelIMS WEBSITE.

START

As well as checking the box agreeing to the terms and conditions on the main Cape IMS page.

DISCLAIMER

The City of Cape Coral has provided these GIS maps and data sets as a public information resource for the public. Every reasonable effort has been made to assure the accuracy of the maps and other information contained on this website. However, these maps and other information are only as accurate as the source of such maps and other information. Further, the maps and other information on this website are updated only periodically and therefore may not reflect the most current information.

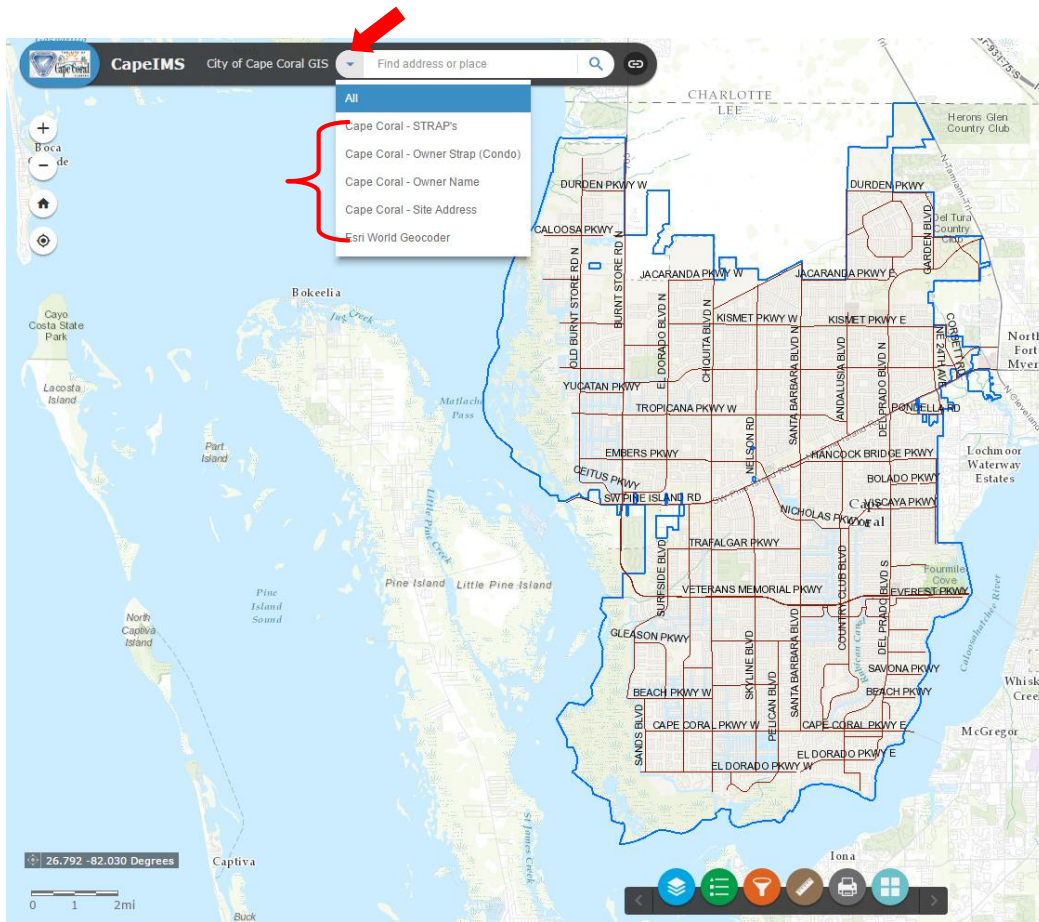
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I agree to the above terms and conditions

OK

- 4) Query by the Strap # is the preferred query to use, but you can also search by Owner Name and Site Address.
- If property is a condo, please select Owner Strap (Condo) otherwise search results will be incorrect
 - If using Strap # (do not include dashes or decimal)
 - If using Address (include street address and abbreviate such items as St, Ave, Ter, etc)
- Choose the type of query you would like to search by selecting from the drop down menu.

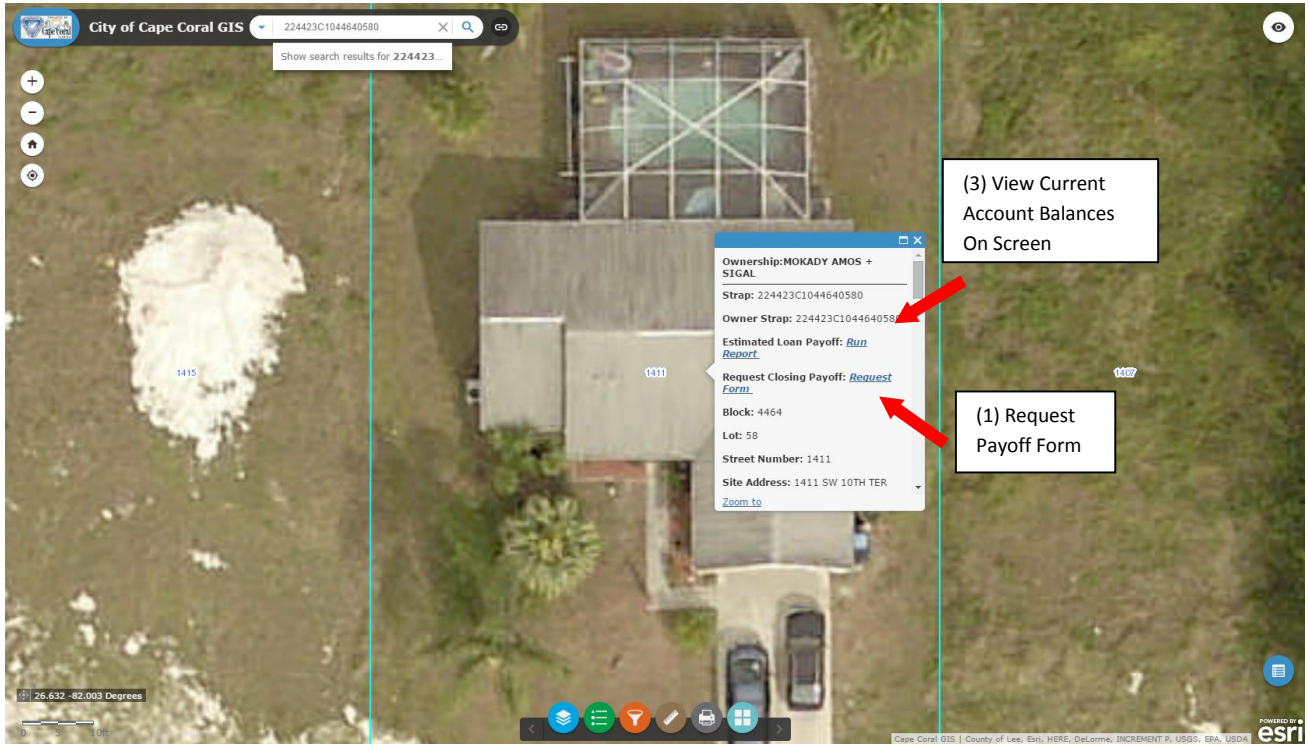


- 5) Click on the magnifying glass or press 'Enter' on the keyboard to proceed. A picture of the property will appear in the middle of the screen.



6) Payoff Options

- a. To request a City of Cape Coral payoff form, click the link **(1)** 'Request Form' next to Request Closing Payoff. If you are requesting a payoff form on a confidential record, you will have to return to item #2 of these instructions and click on the link **(2)** requesting payoff for confidential records instead of 'Start'.
- b. To view the current account balances from your computer, click the link **(3)** 'Run Report' next to Estimated Loan Payoff. The payoff numbers will now appear for you to view or print in a separate tab in your browser.



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An instructional pdf describing how to use CapeIMS to look up information for Assessments & Payoffs is available [here](#).

Submitting **BULK** (10 or More) payoff requests? Email the straps with no decimals or dashes to payoff@capecoral.net.

Do you have a payoff question? Contact customer billing services at payoff@capecoral.net.

For requesting payoffs on Confidential properties which are excluded from displaying on our GIS Online site click [here](#).

START

(2) Confidential Payoff Form Request

- 7) Upon clicking 'Request Form' for submission of a payoff form, enter the appropriate information on the next screen.
 - a. The required fields are marked in the screen shot below.
 - b. The closing date must be after the request date and no more the 30 days in the future.

Payoff Information Request Form

This submission form is intended for use by title companies, closing attorneys, and real estate professionals.

Requestor Information Strap #: 224423C1045710010

Company: *Required Field

Requestor's Name:

Email Address: *Required Field

Phone: () _ _ - _ _ _ *Required Field

Extension:

Fax: () _ _ - _ _ _

Request Date:

Closing Date: *Required Field - Must be today's date up to 30 days in the future.
(Closing date available from today up to 30 days in the future.)

Memo:

** Please allow 5-7 business days for processing time. Please do not send duplicates **

- 8) Once the payoff is submitted you will receive an email from payoff@capecoral.net informing you we received your request and to please allow 5-7 business days to process. The payoffs will be returned to you in the form of a PDF to the email you provided in the request.

