Orlando
Home Records Workbook

Know the source. Keep the question.



Conceptual AI illustration. Not an actual property, map, survey or official record.

A clearer file for a better property conversation.

An original printable organizer for records, discrepancies and the questions to resolve with the right professional before your next home-buying decision.

12 pages | Reviewed October 28, 2026

A planning aid, not a clearance, inspection, survey, title opinion or insurance determination.

A source is a starting point

Organize information without treating a search result as a conclusion about the home.

1 **Identify**
Use the actual property and the responsible jurisdiction. Keep your private property reference secure.

2 **Record**
Write the source, date searched, document reference and exactly what it says.

3 **Separate**
Keep recorded facts, your observations and assumptions in different places.

4 **Ask**
Turn missing or conflicting information into one clear question for the right person.

5 **Confirm**
Record the answer, its source and any review still needed before the next decision.

USEFUL STATUS WORDS

Found / Requested / Unknown / Needs review. These describe your file. They do not mean the property passed a legal, technical, financial or safety review.

The next decision I am preparing for / the question that could affect it

Start with pages 3-5. Repeat page 6 for a discrepancy. Bring page 10 to a comparison conversation. Use this resource with your own agent if you are already represented.

Begin with the right record

A neighborhood name, mailing city or ZIP code alone does not identify the responsible government office.

Private property reference / date of this check

Question	Source / date checked	Recorded answer / next confirmation
County / municipality / jurisdiction		
Parcel or property record reference		
Address or unit match across sources		
Responsible permit / planning office		

FOLLOW THE JURISDICTION

The City of Orlando offers an address-check route; an Orlando mailing address can be outside City limits. Confirm the authority for the actual home before choosing its permit or planning portal.

One identity or jurisdiction detail still to clarify / person to ask

Keep the sources separate

Copy a short description or reference, not an entire record. A difference is a question to investigate, not proof that someone is wrong.

Detail to compare	Listing / other claim	Official record / date	Question / reviewer
Address / unit			
Area measurement / description			
Room / improvement description			
Feature important to my plans			
Other			

ASSESSMENT RECORDS HAVE LIMITS

Property-appraiser records serve appraisal purposes. Do not treat a map or database description as a survey, a title opinion, a condition report or confirmation that a planned use is allowed.

Which difference matters to my decision, and who can explain its basis?

A search result needs context

Use the responsible authority. Record the search route and status exactly as shown; ask the office to explain unfamiliar terms or incomplete history.

Record / project reference	Official source / date	Status shown / question	Requested next / person

NO RESULT IS NOT A VERDICT

An unsuccessful search is not proof that work was never permitted, that work was unlawful or that no work occurred. Ask whether another portal, archive, identifier or records request is needed. A permit entry is not a warranty of present condition.

Orlando, Orange County and Winter Park maintain different information routes. Use the official sourcebook, then confirm the office and record coverage for this address.

Turn a mismatch into a question

This page is a conversation organizer. It does not deliver a legal notice or change an agreement or deadline.

HYPOTHETICAL EXAMPLE - NOT A CLIENT RESULT

A listing describes a recent room conversion, but the buyer has not located a matching record in the portal searched. The useful next step is to note the search route and ask the responsible office which records cover that work. The missing result alone does not establish whether the work was permitted.

The recorded statement / source and date / document reference

What is missing or different - describe the fact, not a diagnosis

The exact question I need answered

Person / office asked	Date / response reference	Answer / review still needed

Keep full documents and personal details with the appropriate professionals. Do not put signatures, banking details, private access information or entire contracts in a public inquiry form.

Ask about the use you intend

A listing, map label or nearby property does not settle whether your intended change or use is allowed.

What I want to do at this property - plain-language description

Question to investigate	Responsible source / person	Answer / next confirmation
Which government office reviews this plan?		
Which zoning / land-use information applies?		
Which permits or other approvals should I ask about?		
Which private restrictions or association documents need review?		

ASK BEFORE RELYING

Ask the applicable planning or building office about public requirements and a qualified professional about private documents or legal questions. This workbook does not determine zoning, permitted use, buildability, access rights or approval.

Keep map and coverage questions apart

A flood map is one information source. It is not an insurance quote, a coverage decision or a guarantee that flooding cannot occur.

Record / question	Source / date / reference	Person / answer still needed
FEMA product or panel reference / effective information		
Map change or amendment question		
Local drainage / property-history question		
Insurance coverage / quote question		
Lender requirement question, if financing		

ROUTE QUESTIONS TO THE RIGHT PERSON

Use FEMA's official map route and ask the local floodplain office about mapping or local information. Ask a licensed insurance professional about available coverage, exclusions and cost, and your lender about its requirements. Do not infer no risk or no insurance need from a map label.

A map is not a survey

Keep the document request separate from the professional review. Finding a recorded document does not establish its legal effect for your purchase.

Document / question	Who can provide it?	Requested / received / review
Survey / boundary or improvement question		
Title documents / exception question		
Recorded instrument / document reference		
Access / easement / restriction question		

PROFESSIONAL ROLES MATTER

An online map does not replace a professional survey. Ask a licensed surveyor about boundary or survey questions and your title professional or attorney about title, easements, restrictions and the documents needed for this transaction. This file does not provide those opinions.

One document I still need / who will review it / next confirmation

Compare what is known - and unknown

Use a neutral private nickname for each home. There is no automatic score or recommendation on this page.

Home A / Home B / comparison date

Decision question	Home A: source / status	Home B: source / status
Identity / responsible jurisdiction		
Property fact needing explanation		
Permit history / missing record question		
Intended use / private-document review		
Map / insurance / survey / title follow-up		

The most important unresolved question for each home / person to ask

Bring the comparison to your agent and the appropriate professionals. A more complete file does not itself establish property condition, legal compliance, suitability or value.

What would help you move forward?

Share a short planning brief for an Orlando-area purchase. Keep transaction documents in the secure channels arranged with the relevant professionals.

Target area or neighborhood / approximate buying month

Buying stage: exploring / comparing / preparing an offer / other

The one records question I would like help organizing

Preferred contact method - no sensitive document details

ALREADY REPRESENTED?

Use this workbook with your own agent. It is not a request to change representation. Property-specific legal, title, survey, technical and insurance questions belong with the appropriately qualified professional.

Planning an Orlando-area purchase?

Talk with Daniel Wilson about your area, timing and next question.

Request a personal home-search conversation
Call 407-808-9931

Local focus: College Park and 32804, Winter Park, Baldwin Park, Audubon Park, Downtown Orlando, Lake Nona, Mills 50 / Colonialtown and Delaney Park, plus surrounding communities. The approximate 45-mile area describes service focus, not a boundary or guaranteed commute. ZIP and neighborhood boundaries are not interchangeable.

Keep the original sources close

Routes checked October 28, 2026. Tap a title to open it. These sources do not endorse this guide or Daniel Wilson.

Orlando | Check Your Address

Confirm City limits for the actual address.

Orlando | Property Information

Different routes for different property questions.

Orange County | Fast Track FAQs

Public permit and property-search information.

Orange County | Permitting FAQs

Ask about permit references and status questions.

Winter Park | Building & Permitting

Current and archived record routes; ask the office.

Orange County Comptroller | Records FAQs

Recorded-document searches are not title clearance.

Florida Revenue | County Officials

Find the appraiser for the property's actual county.

FEMA | Flood Map Service Center

Keep the map product, date and question reference.

FloodSmart | What Is My Flood Risk?

Mapped category does not mean absence of risk.

Orlando | Residential Standards Guide

Direct a specific future-use question to planning.

Orlando | Permit-status Questions

Permit assistance, not a comprehensive title exam.

USE THIS AS AN ORGANIZER

General education and original writing prompts only. It is not legal, tax, lending, insurance, surveying, title, inspection or engineering advice; no approval, clearance, notice, contract change or outcome is created. Confirm current records and requirements with the responsible authority and qualified professionals.

Read the companion home-records guide | Orlando buyer's guide
Home-inspection resource | Contact Daniel | 407-808-9931