

## Request for Reduction of Fine, Barred Lien Review, or Escrow Release of Lien

### Instructions

Please submit one completed application per case along with a non-refundable application fee of \$300 per case. Only completed applications will be accepted.

### **Barred or Foreclosed Lien Review**

To qualify for a Barred/Foreclosed Lien release, the applicant must provide the documents listed on the following page demonstrating the City of Coral Springs lien(s) are not enforceable. The City will determine if the property qualifies for the release, and administrative costs associated with the cases must be paid before the liens are released. The City may perform an inspection on the property. If new violations are discovered at this inspection, the owner/applicant will be notified in writing.

### **Request for Reduction of Fine**

To qualify for a Reduction of Fine, the property in question must be in compliance with all City Codes and Ordinances. The City may perform an initial inspection on the property. If new violations are discovered at this inspection, the owner/applicant will be notified in writing.

The Code Compliance and/or Fire Inspections division will submit a written recommendation of the reduced fine amount to the owner/authorized representative. The owner/authorized representative has the option to accept the reduction of fine offer or request a Special Magistrate Hearing. All applicable accounts with the City, e.g. water bill, required registrations (Landlord, Abandoned Property), fees, building permits, etc., must be up to date.

If a request for a hearing is received, the applicant will be notified of the hearing date. The owner or an authorized representative must attend the hearing. The appropriate authorization must accompany the application.

### **Request for Escrow Release of Lien**

If the property in question has a pending transfer and is not in compliance with all City Codes and Ordinances by way of outstanding liens, you may qualify for an Escrow Release of Lien. The City will perform an initial inspection on the property and determine if the property qualifies. This may result in new violations.

The appropriate authorization must accompany the application and all applicable accounts with the City, e.g. water bill, required registrations (Landlord, Abandoned Property), fees, building permits, etc., should be up to date. If they are not, the amount owed or open issue will be added as part of the agreement with the proposed buyer.

Both the buyer and seller must authorize the application and terms of the Escrow Release of Lien, if approved. The Escrow Release of Lien may include a reduction of fine, if appropriate, and time frames for correction of current violations. The Director of Development Services will review the application and determine the terms of the Escrow Release of Lien.

## Additional Information

Please attach the following documents, if applicable.

- Timeline detailing the existing liens and foreclosure proceedings (see example below)
- Any evidence, such as receipts or color photos, that supports your request
- Pending sales contract and addendum or closing
- Certificate of Title (CET), Lis Pendens, and/or Final Summary Judgment of Mortgage Foreclosure
- Writ of Possession

For Escrow Release of Lien applications ONLY, submit the above documents in addition to the following.

- Engineering report for building violations (if applicable)
- Proposed reduced fine amount from the current owner or potential buyer
- Letter of intent from the potential buyer with scope of work and requested time frame for correcting the violations on the property

Note: The City may request additional documents on a case-by-case basis.

### Sample timeline

Event	Date recorded	Name
Purchase	2/2/2002	Doe, John and Jane
Mortgage	2/2/2002	8th National Bank
Lis Pendens	3/6/2010	8th NB vs. Doe, John and Jane
Lien case 10-XXXX	8/7/2010	City of Coral Springs
CET	2/17/2014	8th National Bank

## Request for Reduction of Fine, Barred Lien Review, or Escrow Release of Lien

### Property Information

Date \_\_\_\_\_ Folio number \_\_\_\_\_ Request type \_\_\_\_\_

**Address** Street \_\_\_\_\_

City \_\_\_\_\_ State Florida ZIP Code \_\_\_\_\_

Current property owner \_\_\_\_\_ Original respondent (if different) \_\_\_\_\_

### Contact Information for Attorney (or person completing this request)

If different from current owner or respondent, authorization from current owner must be attached.

Name \_\_\_\_\_ Phone \_\_\_\_\_ FAX \_\_\_\_\_ Email \_\_\_\_\_

Mailing address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

### For Reduction of Fine or Escrow Release of Lien Only

I am requesting that the fine amount be reduced to the following amount for the case number below.  
(Example: Case No. 11-2222 Reduce to \$25,000.00)

(Note: Administrative costs, any cost incurred by the City to abate violations, and lien preparation, recording and release fees (all of which cannot be waived/reduced), will be added to any reduced fine amount)

Case number \_\_\_\_\_ Reduce to \_\_\_\_\_

Is this property the subject of a foreclosure?  Yes  No **If yes, attach Lis Pendens, FJ, and CET.**

Does this property have a contract for sale pending?  Yes  No **If yes, attach the approved contract.**

Is the pending sale a short sale?  Yes  No **If yes, attach bank approval.**

Anticipated closing date \_\_\_\_\_

### For Request for Escrow Release of Lien Only

#### Potential property owner information

Name \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Mailing address Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**For Escrow Release of Lien Only (cont'd)**

**Title company information**

Company name \_\_\_\_\_

\_\_\_\_\_  
Representative name      Phone      FAX      Email

Mailing address    \_\_\_\_\_  
Street      City      State      ZIP Code

**Petition Information**

I, the above-named property owner, respondent, or attorney do hereby submit this Petition in request for a barred or foreclosed lien release, escrow release of lien, or reduction of fine, and offer the following statement to support this request.

You may attach additional documents you believe are necessary. Please sign in the appropriate place and have notarized.

**Signature of Property Owner**

**If individual**

\_\_\_\_\_  
Printed name Property owner signature/date

State Florida County \_\_\_\_\_

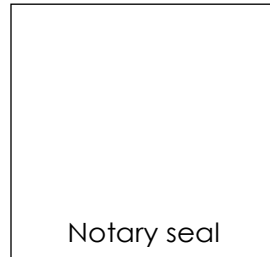
The foregoing instrument was acknowledged before me on \_\_\_\_\_

by means of:  physical presence  online notarization

personally known  produced identification ID type \_\_\_\_\_

\_\_\_\_\_  
Notary signature/date

\_\_\_\_\_  
My commission expires



**If corporation**

\_\_\_\_\_  
Printed name Title Property owner signature/date

State Florida County \_\_\_\_\_

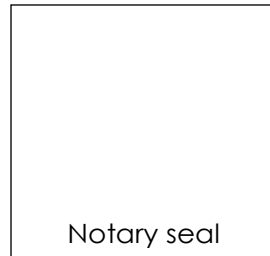
The foregoing instrument was acknowledged before me on \_\_\_\_\_

by means of:  physical presence  online notarization

personally known  produced identification ID type \_\_\_\_\_

\_\_\_\_\_  
Notary signature/date

\_\_\_\_\_  
My commission expires



**Signature of Prospective Purchaser (Request for Escrow Release of Lien only)**

**If individual**

Printed name \_\_\_\_\_ Prospective purchaser signature/date \_\_\_\_\_

State Florida \_\_\_\_\_ County \_\_\_\_\_

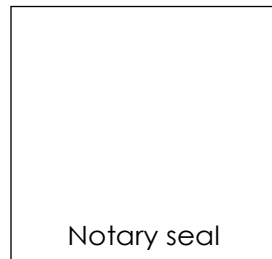
The foregoing instrument was acknowledged before me on \_\_\_\_\_

by means of:  physical presence  online notarization

personally known  produced identification ID type \_\_\_\_\_

\_\_\_\_\_  
Notary signature/date

\_\_\_\_\_  
My commission expires



**If corporation**

Printed name \_\_\_\_\_ Title \_\_\_\_\_ Prospective purchaser signature/date \_\_\_\_\_

State Florida \_\_\_\_\_ County \_\_\_\_\_

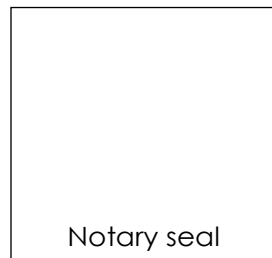
The foregoing instrument was acknowledged before me on \_\_\_\_\_

by means of:  physical presence  online notarization

personally known  produced identification ID type \_\_\_\_\_

\_\_\_\_\_  
Notary signature/date

\_\_\_\_\_  
My commission expires



Print Form