



Request for Reduction of Fine, Barred Lien Review, or Stipulated Agreement **Community Risk Reduction Division | City of Coral Springs, Florida**

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 will 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 will 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 Special Magistrate. The applicant or an authorized representative must attend the hearing at which the Special Magistrate will rule on the reduction. 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., must be up to date.

Once your application is being processed, you will be notified of your hearing date. A party may request an alternate hearing date up to ten (10) business days prior to the scheduled Special Magistrate Reduction Hearing. If your request for an alternate hearing date is made after the 10 day request period expires, you must appear at the scheduled Special Magistrate Reduction Hearing and request a continuance.

Request for Stipulated Agreement

To qualify for a Stipulated Agreement, the property in question is not in compliance with all City Codes and Ordinances and has a pending transfer. The City will perform an initial inspection on the property and determine if the property qualifies. This may result in new violations.

Please note:

- 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.
- The Stipulated Agreement will include a reduction of fine, if appropriate, and time frames for correction of current violations, along with an amount to be placed in an escrow account which will constitute a further reduction of fine should those violations be complied within those time frames.
- An Administrative Panel will review the application and determine the terms of the Stipulated Agreement. The Administrative Panel meeting is a public meeting; all parties to the transaction (or authorized representatives) are encouraged to attend the meeting and will be able to provide input to the terms of the agreement.

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 Stipulated Agreement 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
- Proposed escrow amount from potential buyer that will be tied to compliance of existing violations
- 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 Stipulated Agreement Code Compliance Division | City of Coral Springs, Florida

Property Information

Hover form fields for instructions.

Date _____ Folio number _____ Request type _____

Address Street _____

City _____ State _____ 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 Stipulated Agreement 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 _____ **Note: The closing date must be after the Special Magistrate hearing.**

For Request for Stipulated Agreement Only

Potential property owner information

Name Phone Email

Mailing address Street _____ City _____ State _____ ZIP Code _____

For Request for Stipulated Agreement 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, stipulated agreement 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

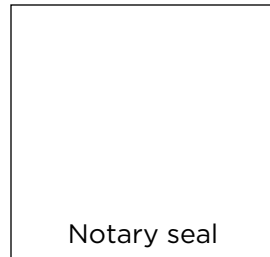
State _____ County _____

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

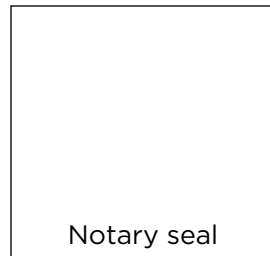
State _____ County _____

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 Stipulated Agreement only)

If individual

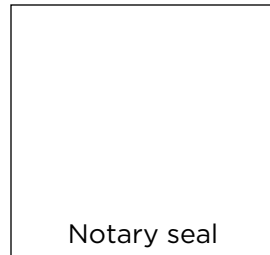
Printed name Prospective purchaser signature/date

State _____ 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 _____ 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

