



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/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.

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 if applicable
- Certificate of Title (CET), Lis Pendens and/or Final Summary Judgment of Mortgage Foreclosure
- Writ of Possession (if applicable)

For Stipulated Agreement applications ONLY, please submit the above documents and also 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 timeframe for correcting the violations on the property
- The City may request additional documents on a case by case basis

EXAMPLE OF TIMELINE

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

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CODE COMPLIANCE DIVISION • CITY OF CORAL SPRINGS, FLORIDA
REQUEST FOR REDUCTION OF FINE / BARRED LIEN REVIEW / STIPULATED AGREEMENT

Date: _____ Case #: _____

Property Address: _____ Folio Number: _____ - _____ - _____

Current Property Owner's Name: _____

Name of Original Respondent (if different from current property owner): _____

Contact information for person completing request or Attorney Name:

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

Name _____ Relationship: _____

Address _____ E-Mail address: _____

Phone number: _____ Facsimile number: _____

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 No: _____ Reduce to \$ _____

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

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

Is the pending sale a short sale? Yes ___ No ___ **Approval from the bank of record must be attached**

Anticipated Closing Date: _____ **Note: the closing date must be after the Special Magistrate hearing**

Information required only for Request for Stipulated Agreement

Potential Property Owner (purchaser): _____

Potential Property Owner's Mailing Address: _____

Potential Property Owner's Phone # & Email: _____

TITLE COMPANY (to hold escrow)

Title Company: _____

Title Company Representative: _____

Mailing Address: _____

Phone Number: _____ Facsimile number: _____

E-Mail Address: _____

SIGNATURE OF PROPERTY OWNER

IF INDIVIDUAL:

BY: _____

Print Name: _____

State of _____

County of _____

The foregoing instrument was acknowledged before me, the undersigned notary public, this _____ day of _____, 20____, by _____

(Name of person acknowledging)

NOTARY PUBLIC SEAL
OF OFFICE

Notary Public, State of _____

Printed, typed or stamped name of
Notary Public exactly as Commissioned

- Personally known to me, or
- Produced identification:

(Type of identification produced)

IF CORPORATION:

BY: _____

Print Name: _____ Title: _____

State of _____

County of _____

On this, the _____ day of _____, 20____, before me, the undersigned Notary Public of the State of _____, the foregoing instrument was acknowledged by _____

_____ (title), of _____ (name of corporation), a
_____ (State of corporation) Corporation, on behalf of the corporation

NOTARY PUBLIC SEAL
OF OFFICE

Notary Public, State of _____

Printed, typed or stamped name of
Notary Public exactly as Commissioned

- Personally known to me, or
- Produced identification:

(Type of identification produced)

SIGNATURE OF PROSPECTIVE PURCHASER

(Request for Stipulated Agreement Only)

IF INDIVIDUAL:

BY: _____

Print Name: _____

State of _____

County of _____

The foregoing instrument was acknowledged before me, the undersigned notary public, this _____ day of _____, 20____, by _____
(Name of person acknowledging)

NOTARY PUBLIC SEAL
OF OFFICE

Notary Public, State of _____

Printed, typed or stamped name of
Notary Public exactly as Commissioned

- Personally known to me, or
- Produced identification:

(Type of identification produced)

IF CORPORATION:

BY: _____

Print Name: _____ Title: _____

State of _____

County of _____

On this, the _____ day of _____, 20____, before me, the undersigned Notary Public of the State of _____, the foregoing instrument was acknowledged by _____
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OF OFFICE

Notary Public, State of _____

Printed, typed or stamped name of
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- Personally known to me, or
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(Type of identification produced)