



APPLICATION FOR RELEASE/REDUCTION OF CODE ENFORCEMENT LIEN(S)

All information fields must be completed before this application can be processed. Requests are not scheduled for the Lien Release Agenda until the application has been reviewed for completeness.

An application fee of \$50 is required pursuant to City Code Section 12-11(9) for the initial application made by the property owner for the same property. Any second or subsequent requests require a \$100 reapplication fee. For more details, please see the Lien Release Procedures, which is provided with this application.

Case Number(s): (see page 2)	Lien Address (Property subject to the Lien(s):		
Applicant's Name:	Phone:		
Mailing Address:	City:	State:	Zip:
Email:			

Authorized Representative's Name:	Written and Notarized Authorization from Owner? Yes No
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Has the Applicant Applied for Lien Release/Reduction for This Property Before? Yes No If yes, when? (Month and Year)	
Owner of the Lien Address Where Liens(s) Were Placed:	
Current Owner of Lien Address:	
Current Owner's Relationship or Affiliation with Entity/Person Named in Lien(s):	
Other Property Located in Pinellas County Belonging to Current Owner - #	
Violation(s) at Lien Address When Lien(s) Were Placed:	
Who Lived at the Property When the Lien(s) Was/Were Placed?:	
Reason(s) Violation(s) Not Corrected Before Lien(s) Placed?	
Is Money Being Held? Yes No	
If Yes	Money Is Being Held By: Title Co. Attorney Other _____
	Who Will Receive Money If the Lien(s) is/are Reduced/Released?



Codes Compliance Assistance Department
One 4th St. N.
727-892-5527

APPLICATION FOR RELEASE/REDUCTION OF CODE ENFORCEMENT LIEN(S)

Reason(s) You Are Requesting a Reduction or Release of Lien(s):

Applicants are required to complete the Applicant's Request table below and to provide copies of any lien(s) they want considered in this Lien Release/Reduction Request Application. To obtain information on liens contact Pinellas County Lien Information at 727-464-4876 or visit the Official Records Department at the County building located at 545 1st Ave. N., St. Petersburg, Florida. You may also access Official Records at: public.co.pinellas.fl.us/login/loginx.jsp

Note: The Codes Compliance Assistance Department does not conduct Title or Lien searches, but will try to identify any additional liens that may pertain to this request based on the case number(s) provided by the applicant on Page 1 of this application. The Department is not responsible for any outstanding liens that may be omitted from this request.

Applicant is requesting the below lien(s) be:

Released in its/their entirety

Reduced

Released from the property located at _____ only. Lien(s) to remain in the name of the owner at time of lien.

Other: _____

Applicant's Request

Lien Amount	Date/Month Certified	OR Book	OR Page
\$			
\$			
\$			
\$			
\$			
\$			
\$			
\$			
\$			
\$			
\$			

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Additional lien(s) found by the Codes Compliance Assistance Department not included on original application

Lien Amount	Date/Month Certified	OR Book	OR Page
\$			
\$			
\$			

APPLICATION FOR RELEASE/REDUCTION OF CODE ENFORCEMENT LIEN(S)

Under penalty of perjury, the undersigned:

- swears or affirms that the information provided on this three (3) page Application for Reduction of Code Enforcement Lien(s) is true and correct;
- acknowledges that he/she has read the Lien Release Procedures; and
- further acknowledges that he/she was given an opportunity to ask questions regarding the procedures.

Applicant must provide an initialed copy of the Lien Release Procedures as acknowledgement of the above in order for application to be accepted.

Applicant's Signature:	Date:
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State of Florida
County of Pinellas

The foregoing was sworn to and subscribed before me in physical presence or online notarization this _____ day of _____, 20____, by _____.

He or she is personally known to me, or provided _____ as identification and did appear before me at the time of notarization.

Stamp:	Notary Public:
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- Application completed in its entirety
- Application properly notarized
- Initialed Lien Release Procedures page
- Application fee included (\$50 – current owner)
- Verification made of no active code cases at Lien Address
- Copy of lien(s) attached

Date Submitted:

Application accepted by (initial):

Scheduled for Lien Release Hearing On: _____

APPLICATION FOR RELEASE/REDUCTION OF CODE ENFORCEMENT LIEN(S)

LIEN RELEASE PROCEDURES

The Code Enforcement Board and the Special Magistrate have the discretionary authority to reduce fines and liens; pursuant to Florida Statutes Chapter 162 as amended. An entity requesting a release of lien has no right to the reduction or release of a fine or lien. **Applications will not be accepted if the Owner of Record has any active codes cases.** In evaluating requests for liens to be released or reduced, the of Board or Special Magistrate will consider the following:

1. Whether the entity requesting the release owns other properties in the city;
2. Whether the entity requesting the release took proactive action to correct ythe violations for which the lien was placed;
3. Whether the violations have been corrected, with such assurances as the Board or the Special Magistrate deems appropriate;
4. Any other specific information which is available about the property of the entity requesting the release;
5. Any other factor which may show a hardship on the entity requesting the release or which may provide a reasonable basis for the requested relief.

Lien release requests heard by the Board or Special Magistrate will not be re-heard for a 180-day period, unless the property ownership changes or unless there is sufficient documentation of the new information not previously available. An application fee of \$50* is required pursuant to City Code Section 12-11(9) for each application made by the property owner for the same property.

Entities who have requested a lien release hearing, but are unable to attend the scheduled meeting, must request re-scheduling in accordance with the deadlines listed below. **Any entity that does not cancel by the established deadlines and does not appear for the scheduled meeting must wait 180 days to be re-scheduled for a hearing and must pay an application fee of \$100* for this second or any successive lien release hearing request(s).** The Board or Special Magistrate may waive the cancellation deadline if the failure to appear was the direct result of physical incapacity of the principal representative that is beyond his or her control and that could not have been anticipated prior to the cancellation deadline.

*Payments must be made payable to the City of St. Petersburg in the form of a money order, cashiers check, check from a title company or a check from an attorney. Personal checks and/or credit cards will not be accepted.

Application & Cancellation Deadlines	Meeting Dates
November 1, 2023	November 15, 2023
MNovember 29, 2023	December 13, 2023
January 10, 2024	January 24, 2024
February 14, 2024	February 28, 2024

Application & Cancellation Deadlines	Meeting Dates
March 13, 2024	March 27, 2024
April 10, 2024	April 24, 2024
May 8, 2024	May 22, 2024

Applications and cancellations must be submitted prior to 3 p.m. on or before the deadline.

Only the first 12 requests received by the Recording Secretary may be processed for each meeting. To be placed on the hearing agenda, an applicant makes a request to the Recording Secretary (Codes Compliance Assistance, P.O. Box 2842, St. Petersburg, FL 33731, Attn: Recording Secretary). The Recording Secretary will provide a confirmation letter by mail to the applicant confirming the meeting date and time. Staff prepares a report which is provided to the Board or Special Magistrate prior to the meeting.

Applicants check in with staff prior to the meeting. The order in which applicants check in determines the order the cases are heard. Applicants must be present for the case to be heard. When the case is called, the applicant will be asked to speak about their request and the status of the property. The Board or Special Magistrate may ask questions. The Board or Special Magistrate may enter an order to reduce the lien, remove the entire lien or take no action, leaving the lien in place. The Recording Secretary will complete the paperwork to release the lien after the conditions imposed by the order are met.

If you are a person with a disability who needs an accommodation in order to participate in this proceeding, please contact the City Clerk's Office, 727-893-7448, or call our TDD number, 727-892-5259, at least 24 hours prior to the meeting and we will provide that accommodation for you.

For any additional information, please contact a Code Compliance Recording Secretary at 727-892-5527 or 727-893-4105.

Initial and Include this Copy with Application

Initials: _____

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LIEN RELEASE PROCEDURES - APPLICANT COPY

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Applicant Copy

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AUTHORIZATION TO REPRESENT PROPERTY OWNER

If a property owner desires to have an authorized representative discuss his/her case, present evidence or to agree to compliance terms on the property owner's behalf, this form must be completed and returned to the recording secretary prior to the start of the Code Enforcement Board or Special Magistrate meeting.

I, _____, Owner of the
(Print Name)
property located at _____ in St. Petersburg, FL,
(Address)
hereby appoint _____, who can be contacted at
(Print Name)

(Address and Phone Number)

to represent me, and is authorized to testify and to agree to compliance terms on my behalf for case number(s):
_____, at the Code Enforcement Board or Special Magistrate
(Case Numbers)
meeting to be held _____, and any subsequent meetings where the foregoing
(Date)
case(s) is/are on the agenda.

WITNESS: _____ OWNER: _____

DATE: _____ DATE: _____

STATE OF: _____

COUNTY OF: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me/or who has produced _____ as identification and appeared before me at the time of notarization.

Commission No.: _____

Notary Public - Signature

My Commission Expires: _____

Notary Public - Print Name

SUBMISSION INSTRUCTIONS

RETURN COMPLETED FORM TO: Recording Secretary
Codes Compliance Assistance Department
One 4th St. N.
St. Petersburg, FL 33731