



## Request for Code Enforcement Lien Reduction

Submit this completed form and all attachments to:

City of Vero Beach -- City Clerk  
1053 20<sup>th</sup> Place -- P.O. Box 1389  
Vero Beach, FL 32961-1389  
Telephone (772) 978-4700

### 1. CURRENT OWNER / REPRESENTATIVE INFORMATION:

Current Property Owner Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Authorized Representative Name (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

### 2. LIEN INFORMATION:

Code Enforcement Case Number(s): \_\_\_\_\_

Violator Name(s): \_\_\_\_\_

Violation Street Address: \_\_\_\_\_

Current amount of lien: \$ \_\_\_\_\_ Amount of lien reduction requested: \$ \_\_\_\_\_

### 3. BASIS FOR LIEN REDUCTION:

(a) State the factual circumstances upon which you believe the request should be granted (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

(b) State the reasons, if any, correction of the violations was not obtained prior to the recording of the order imposing penalties (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

(c) Any other information pertinent to the request, including, but not limited to, circumstances that exist which would warrant a reduction or forgiveness of all or any portion of the lien (attach additional sheets if necessary): \_\_\_\_\_

\_\_\_\_\_

### 4. REQUIRED ATTACHMENTS:

The following must be submitted with this completed form for consideration. Incomplete requests will be returned.

1. \$100.00 non-refundable processing fee.
2. Copy of the deed or other legal document showing the current property owner.

3. Written authorization of property owner or other documentation showing the representative has authority to represent the property owner in this request (if applicable). (E.g., letter of authorization; power of attorney; corporate officer; managing partner or member; corporate resolution; etc.).
4. Copy of the recorded code enforcement order imposing penalties and/or costs that is subject of the request.
5. Copy of the code enforcement order finding the subject code violations have been corrected.
6. Any other documentation and exhibits offered in support of the request (if applicable).

**5. REDUCTION REQUEST AND ACKNOWLEDGMENT:**

The above-named Property Owner (by and through the named Authorized Representative, if applicable) requests reduction of the above-referenced code enforcement lien as specified herein and acknowledges and understands that the subject code enforcement lien is an asset of the City of Vero Beach and any action of the City Council to reduce the amount of the lien, forgive the full amount of the lien, or deny the request in its entirety is strictly a discretionary decision of the City Council and not a final administrative decision or order which is appealable or subject to judicial review.

Sign: \_\_\_\_\_  
 Property Owner or Authorized Representative

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_, who [ ] is personally known to me or [ ] produced \_\_\_\_\_ as identification. (check appropriate box)

\_\_\_\_\_  
 NOTARY PUBLIC:  
 Commission No.:  
 My Commission Expires:

**FORM INSTRUCTIONS**

- 1. Current owner / representative information.** Provide full legal name and contact information for the individual or legal entity (e.g., corporation, partnership, etc.) currently holding legal title to the property and, if applicable, the full name and contact information for the individual authorized to represent the property owner.
- 2. Lien information.** The lien information is on the applicable recorded code enforcement order creating the lien. The current payoff amount of the lien may be obtained by contacting the City Clerk.
- 3. Basis for lien reduction.** (a) Provide verifiable facts that you believe support the requested lien reduction. (b) Explain why the violations were not corrected prior to the order creating the lien being recorded. (c) Provide any other information or materials you wish to have considered in support of the requested lien reduction. (See the list of criteria to be considered).
- 4. Attachments required.** Provide the required processing fee and the documentation applicable to this request. Requests submitted without required documentation will be returned as incomplete. Copies of the applicable orders are available from the recorded public records at the courthouse or from the City Clerk.
- 5. Reduction request and acknowledgment.** The written request for lien reduction must be signed and acknowledged before a Notary by either the property owner or their authorized representative. Unsigned or non-notarized requests will be returned as incomplete.