



CITY OF PORT ORANGE

Code Enforcement

4545 S. Clyde Morris Blvd., Port Orange, Florida 32129
Telephone (386) 506-5644 Fax (386) 756-5305

CODE ENFORCEMENT LIEN REDUCTION PROGRAM APPLICATION

INSTRUCTIONS: Applications for the Code Enforcement Lien Reduction Program will be accepted by the Code Enforcement Division. Applications are available at City Hall or online at www.port-orange.org. Please fill out the application completely and return it with the required \$100 non-refundable application fee either by mail or in person to:

City of Port Orange, Code Enforcement, 4545 S. Clyde Morris Blvd , Port Orange, FL 32129.

****Note**** An applicant who owns multiple properties with code enforcement liens shall file an application and pay an application fee for each individual property on which the applicant desires to seek a lien reduction.

Eligibility requirements to participate in the program are as follows:

- The Applicant shall be the current property owner of the property that is subject to the lien sought to be reduced;
- All properties owned by the applicant within the City of Port Orange are in compliance with all codes adopted by the City, including but not limited to the Code of Ordinances, Land Development Code, International Property Maintenance Code, Florida Building Code and Fire Codes; and
- The applicant must be free of any outstanding debts owed to the City or taxes due to the county.

EXCLUSION/LIMITATION: If the applicant was the owner of the property which is the subject of the lien at the time the code enforcement lien sought to be reduced was imposed and meets the eligibility criteria, he or she may only participate in this program **ONCE**. Any subsequent code enforcement liens imposed on the same property while owned by the same owner **shall not** be eligible for lien reduction under this program.

PAYMENT DEADLINE: Upon approval of the application, the applicant shall pay the reduced lien amount within sixty (60) days. **If the reduced lien amount is not paid within sixty (60) days from the date of approval, the lien amount will revert to the original lien amount and the application fee shall be forfeited.**

SUBSEQUENT TRANSFER PROHIBITED: Any lien reduction pursuant to this program shall be void in the event that an applicant who applies for and receives a lien reduction, subsequently rents, leases, sells, or otherwise transfers or conveys the property to the individual or entity that owned the property at the time the code enforcement lien was imposed, if said transfer or conveyance takes place within a five-year period from the date of lien reduction approval. Any voided lien reduction pursuant to this subsection shall result in a new lien being recorded by the city for the full lien amount prior to the reduction.

RIGHT TO APPEAL: Any individual or entity aggrieved by the decision of the code enforcement manager regarding an application for lien reduction may appeal the decision to the city manager in writing within ten (10) days of the code enforcement manager's decision. A request to appeal shall contain at a minimum the name of the applicant, a copy of the original application, a copy of the code enforcement manager's decision, and the grounds for appeal. The decision of the city manager on appeal shall be final.



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Application Fee:
Date Rcv'd _____
Amount Rcv'd _____
Check No. _____

Property Owner Information

Owner's Name _____ Contact Phone _____

Owner's Mailing Address _____

City _____ State _____ Zip _____

E-mail _____

Lien Information

Property Subject to Code Enforcement Case where lien is attached:

_____	_____
Property Address	Parcel Identification Number

Code Enforcement Case No. _____

Are all code violations on the subject property corrected and all properties owned by the applicant in compliance with the City of Port Orange codes and ordinances? _____ Yes _____ No

This property purchased via: _____ Tax Deed _____ Foreclosure Sale _____ Other (ex. Traditional Purchase, Inheritance)

Is the property in foreclosure? _____ Yes _____ No

What other properties do you own in Port Orange?

I understand and acknowledge that if this application is accepted and approved by the City, I must pay the reduced lien amount within **sixty (60) days** of approval. Should I fail to make payment in full within sixty (60) days of approval, I understand that the approved lien reduction will be null and void. I agree that I **shall not** rent, lease, sell or otherwise transfer or convey the property to the individual or entity that owned the property at the time the code enforcement lien was imposed, and further understand that such transfer or conveyance shall result in a new lien recorded by the city for the full lien amount prior to the lien reduction. Any monies I may have paid toward the lien reduction will be applied to the original lien amount due and owing.

Signature _____ Date _____

Printed Name _____

* Incomplete applications will not be processed and will be returned to the applicant.