



## Community Development

18400 Murdock Circle, Port Charlotte FL 33948

Phone: 941-743-1201 Fax 941-764-4108

[www.CharlotteCountyFL.gov](http://www.CharlotteCountyFL.gov)

"Delivering Exceptional Service"

### Code Enforcement Lien Relief Program Application Form

On July 12, 2012, the Charlotte County Board of County Commissioners approved a resolution re-initiating the Charlotte County Code Enforcement Lien Relief Program. The program aims to encourage property owners to bring properties into compliance with county codes. The program has two components – **The Lien Reduction Program and the Lien Release Program.** Please check which program (A,B or C) you will be applying for.

Name of Property Owner: \_\_\_\_\_

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

Address Applying for: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Circle one- Is property: Commercial or Residential – Parcel ID No. \_\_\_\_\_

**A – Lien Reduction Program, \$150.00 Application Fee (for owners whose property has an encumbered lien/s on it)**

- 1) Property owners may apply for a reduction of a Code Enforcement Board Lien on their encumbered property.
- 2) The property **MUST** be in compliance with **ALL** County Codes at the time of application.
- 3) An inspection **WILL** be performed by a Code Enforcement Officer prior to approval of the reduction.
- 4) Liens will be reduced as follows to \$1000.00 plus any associated costs to include abatement costs, administrative costs and costs of prosecution.
- 5) The applicant will be notified in writing of the reduced amount of the lien and will have 30 days in which to make the payment of the reduced amount.
- 6) Applicants will have 30 days from the date of notice of the reduced amount of the lien to forward payment to the department. Applications with payment not received within this time will be considered void and a new application and fee must be submitted before the application will be reconsidered.
- 7) Once the reduced amount has been paid, a satisfaction of lien will be filed with the Clerk of the Courts.
- 8) The application fee for the inclusion in the program is \$150.00, is non-refundable and **MUST** be paid at the time of application.

**B Lien Release Program, \$150.00 Application Fee – Requirements** Property owners who purchased their property through a foreclosure, judicially imposed sale or clerk's sale (Tax deed sale is not judicially imposed and does not meet criteria for lien release program) Purchase directly from foreclosure sale or assumed by foreclosure.

- 1) The property owner cannot be the owner of the property at the time the lien was imposed.
- 2) The application fee for the inclusion in the program is \$150.00 and **MUST** be paid at the time of application.
- 3) The property **MUST** be in compliance with **ALL** County Codes at the time of application
- 4) An inspection **WILL** be performed by a Code Enforcement Officer prior to Approval of the release.

**C Non-Owners Lien Reduction Affidavit Reduction, \$150.00 Application Fee – Requirements**

- 1) The Application fee for this inclusion in the program is \$150.00 and **MUST** be paid at the time of application.
- 2) Liens will be reduced to \$1000.00 or the county's actual abatement, administrative and prosecutorial costs incurred during enforcement, whichever is greater.
- 3) The applicant shall, within 30 days from the date the notification of the lien reduction amount, make full payment of that amount, failure to do so will deem the application void and a release of lien shall not be excited.
- 4) An inspection **WILL** be done 90 days from closing date.
- 5) The applicant has 90 days from the closing date to bring the property into compliance with any existing code enforcement orders or risk the reinstatement of previous fines and/or code enforcement proceedings.
- 6) Applicant must provide a NON Owners Affidavit and buyer/seller agreement at time of application.

Please send a completed application along with payment to:

Charlotte County Community Development  
18400 Murdock Circle

Port Charlotte, FL 33948

Make Check Payable to: Charlotte County Board of County Commissioners (CCBCC)

Application can also be made online with a credit card at <http://apps.charlottecountyfl.gov/citizenaccess/>, under the Code Enforcement Tab of the Accela Citizen Access System.

If you have any questions please feel free to email [Shawn.Horton@charlottecountyfl.gov](mailto:Shawn.Horton@charlottecountyfl.gov) or [Kellyann.Eller@charlottecountyfl.gov](mailto:Kellyann.Eller@charlottecountyfl.gov).