



# CITY OF LARGO

## CODE ENFORCEMENT LIEN RELEASE PROGRAM APPLICATION

(Program application period begins April 1, 2016 and ends March 31, 2020)

### INSTRUCTIONS

Please fill out this form completely and return it with the required attachments and payment of a non-refundable \$250.00 application fee and all applicable special inspection fees to: the City of Largo Code Enforcement Division, P.O. Box 296, 201 Highland Avenue, Largo, FL 33779-0296 or by hand delivery to Mary Gouge, Board Support Specialist. For more information, contact Code Enforcement (727) 587-6799. The special inspection fees become non-refundable upon the City's completion of any special inspections. You will be contacted within ten (10) business days from the City's receipt of your completed Application and payment, in full, of the application and inspection fees to confirm whether you are eligible for the Program and to schedule the necessary inspections.

This Program is designed for recent (new) purchasers of a one or two-family residential property or individuals under contract for the purchase of a one or two-family residential property that is the subject of City of Largo code enforcement liens. Upon receipt of a completed application and the associated fees, the City will conduct an initial inspection to identify items requiring repair. **Applicants planning demolition of the subject property or properties requiring demolition for compliance are not eligible for this Program.**

**Applicant Information (if NOT the Owner of the property):**  **Contract for Purchase (attach contract)**

Date Property Purchase \_\_\_\_\_  
Applicant's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Applicant's Mailing Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Property Owner Information (if different from applicant):**

Date the Property was Purchased \_\_\_\_\_  
Owner's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Owner's Mailing Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Agent Information:**  **Notarized Letter of Authorization** – or –  **Corporate Papers (attach documents)**

Agent's Name \_\_\_\_\_ Home Phone \_\_\_\_\_  
Agent's Mailing Address \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

**Property Address Information (required):**

\_\_\_\_\_ **Property Address** \_\_\_\_\_ **Parcel Identification Number** \_\_\_\_\_

**Contact Name and Information to Setup the Inspection/Appointment Date and Time (required):**

Contact's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Alternative Phone \_\_\_\_\_  
Representative of which company \_\_\_\_\_

**SIGNATURE OF APPLICANT AND NOTARY'S ACKNOWLEDGMENT:**

The undersigned Applicant/Agent hereby submits this Code Lien Release Program Application for consideration.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**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 (type of identification), \_\_\_\_\_ as identification.

**(NOTARY SEAL)**

\_\_\_\_\_  
**Notary Signature**

\_\_\_\_\_  
**Print Name**

**OFFICE USE ONLY (below this line):**

CEB #: _____	Recorded Liens: <u>BK:</u> _____	PG(S): _____
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CEB #: _____	Recorded Liens: <u>BK:</u> _____	PG(S): _____

**PAYMENT PROCESSING CODE ENFORCEMENT LIEN RELEASE PROGRAM APPLICATION (attach receipt(s)):**

Non-Refundable Application Fee:                   **\$ 250.00**    Date: \_\_\_\_\_ Transaction # \_\_\_\_\_  
Non-Refundable Special Inspection Fee:           **\$ 41.00**    Date: \_\_\_\_\_ Transaction # \_\_\_\_\_

**LIEN AMOUNT ON PROPERTY:**

CEB # _____	Fine Started: _____	Fine Ended: _____	Affidavit of Compliance (attached) <input type="checkbox"/>
Daily Fine Amount: \$ _____	Number of Days in Violation: _____	Accrued Lien Amount: \$ _____	
CEB # _____	Fine Started: _____	Fine Ended: _____	Affidavit of Compliance (attached) <input type="checkbox"/>
Daily Fine Amount: \$ _____	Number of Days in Violation: _____	Accrued Lien Amount: \$ _____	
CEB # _____	Fine Started: _____	Fine Ended: _____	Affidavit of Compliance (attached) <input type="checkbox"/>
Daily Fine Amount: \$ _____	Number of Days in Violation: _____	Accrued Lien Amount: \$ _____	
CEB # _____	Fine Started: _____	Fine Ended: _____	Affidavit of Compliance (attached) <input type="checkbox"/>
Daily Fine Amount: \$ _____	Number of Days in Violation: _____	Accrued Lien Amount: \$ _____	
CEB # _____	Fine Started: _____	Fine Ended: _____	Affidavit of Compliance (attached) <input type="checkbox"/>
Daily Fine Amount: \$ _____	Number of Days in Violation: _____	Accrued Lien Amount: \$ _____	

**INITIAL STAFF INSPECTION OF PROPERTY FOR EXHIBIT "B":**

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Date of Inspection(s) and verification of Staff inspection of property for Exhibit "B": \_\_\_\_\_  
Inspector's Name \_\_\_\_\_ (Attach inspection results)

**BUILDING PERMIT APPLICATION(S) REQUIRED/OBTAINED:**

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Date by which the property was brought into compliance with all final building permit inspections \_\_\_\_\_

Applicable permits obtained: \_\_\_\_\_ Date Final: \_\_\_\_\_

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Applicable permits obtained: \_\_\_\_\_ Date Final: \_\_\_\_\_

Applicable permits obtained: \_\_\_\_\_ Date Final: \_\_\_\_\_

**FINAL VERIFICATION OF COMPLIANCE BY STAFF FOR ISSUANCE OF THE SATISFACTION & RELEASE OF LIEN:**

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Final date of Inspection(s) and Verification of Compliance: \_\_\_\_\_  
Inspector's Name \_\_\_\_\_ (Attach inspection results)

**LEGAL REVIEW BY:**

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\_\_\_\_\_  
**Assistant City Attorney** \_\_\_\_\_  
**Date**

**APPROVED/DENIED:**

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Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
**Development Controls Officer** \_\_\_\_\_  
**Date**

Mailed Release of Lien (date): \_\_\_\_\_ Certified Receipt # \_\_\_\_\_

CEB # \_\_\_\_\_ Lien Recorded: Date: \_\_\_\_\_ Book: \_\_\_\_\_ Page: \_\_\_\_\_

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