



# WILTON MANORS POLICE DEPARTMENT

## CODE COMPLIANCE UNIT



**Gary Blocker**  
Chief of Police

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2020 WILTON DRIVE WILTON MANORS

• CODECOMPLIANCE @WMPD.ORG

• 954-390-2151

## LIEN REDUCTION REQUEST PACKET – SPECIAL MAGISTRATE

Greetings,

The code lien reduction process is governed under the City of Wilton Manors Code of Ordinances, [Sec. 2-25 - Lien Reduction Procedures](#). To apply for a lien reduction request, this packet shall be completed in its entirety, and submitted to the City as instructed. A thoroughly completed packet will support your request moving through this process efficiently. The associated fee shall be paid to the City upon submitting your packet with a copy of your receipt attached. **The City will not process your request until payment is received.** Following our staff's review of your packet, your request will be placed on the next available hearing/meeting agenda. **Incomplete applications/packets will not be processed!** We thank you for your diligence with completing and submitting your application as instructed, and we look forward to working with you. If you have any questions about this process you may contact our Code Compliance Administrative Assistant at (954) 390.2151, or email us at [lienreductions@wmpd.org](mailto:lienreductions@wmpd.org). Thank you!

Sincerely,

Code Compliance Unit  
Wilton Manors Police Department



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### APPLICATION FOR LIEN REDUCTION REQUEST – SPECIAL MAGISTRATE

Date: \_\_\_\_\_ Case #: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Title: \_\_\_\_\_

Relationship to the Property: \_\_\_\_\_

I am the owner of the property or I have submitted the appropriate documentation or Notice of Appearance to the City stating that I am authorized to bring this application on behalf of the owner as \_\_\_\_\_ (Attorney, Personal Representative of the Estate, Officer of the Corporation, Trustee, etc.)

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

Phone number(s): \_\_\_\_\_

E-Mail: \_\_\_\_\_

Legal Representation (if applicable):

Name	Phone number
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Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**Note:** Legal representatives shall also sign this application packet.



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### §2-25. Lien Reduction Procedures.

The following criteria must be complied with prior to a lien reduction hearing before the Special Magistrate:

A signed application for lien reduction from any order imposing a fine or lien by a Special Magistrate must be filed with the Code Compliance unit. The City will process an application for lien reduction provided the subject code case is in compliance, and no other code violations exist on the subject property or any other property within the City owned by the violator. The City will prepare a written analysis of the lien reduction factors to be considered by the Special Magistrate and supplement the record with such written analysis.

The application must include:

- Name, address, and signature of the applicant. In the event the applicant is not the owner of the property, written consent to apply for the lien reduction from the owner shall be required.
- If represented by an attorney, the name and address of the attorney must also be given; and the attorney must either file a notice of appearance or must sign the application.
- Address, or brief legal description, or both, of the property on which the violation occurred.
- Address, or brief legal description, or both, of all real property owned by the applicant located in the City of Wilton Manors.
- Details, including supporting documentation, identifying any and all code violations and code liens on all real property owned by the property owner located in the City of Wilton Manors within the past five (5) years.
- **A non-refundable application fee as prescribed in the City's fee schedule with a added non-refundable fee for each additional lien recorded against the property. The application fees may be amended by resolution of the City Commission.**
- A brief explanation of the reduction sought, along with all relevant and supporting documentation and evidence, including but not limited to the reason(s) why the lien should be reduced.
- If the lien reduction request is based upon financial inability, a financial affidavit must be filed with supplemental information that shall include bank account statements for at least six (6) months, and federal income tax returns and supporting documents for the last three (3) years. The financial affidavit and supporting documentation shall be submitted by the property owner and any tenant occupying the property that has caused the violations which have resulted in the lien.
- If the lien amount exceeds the equity in the subject property, written documentation to support this contention must be provided. Such information shall include a current appraisal or Broward County Property Appraiser's latest valuation.

Applicant acknowledges and agrees that:

- Reduction is strictly discretionary by the Special Magistrate.
- Applicant waives their right, if any, to seek judicial review of the Special Magistrate's discretionary decision whether or not to reduce the lien.
- Applicant shall have thirty (30) days from receipt of notice from the City to comply with any outstanding issues. Should the applicant fail to do so, the application will be deemed withdrawn, and should the applicant desire to again request a reduction of lien, a new application will need to be filed, including payment of the required application fee(s).
- Any reduction granted shall be contingent upon payment within sixty (60) days of the order. The Special Magistrate may grant additional time to remit payment to the City and such additional time must be specified in the order. Failure to remit payment to the City by the date ordered shall cause the original fine to be reinstated.



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A party requesting a lien reduction must submit a complete lien reduction application to the Code Compliance Department upon receiving verification that all conditions are complied with as stated in § 2-25 of the City's Code of Ordinances. The Code Compliance Administrator or designee will process the application and determine that all required criteria have been complied with under § 2-25 of the City's Code of Ordinances. If the Applicant does not qualify for a hearing under § 2-25 of the City's Code of Ordinances, the party will be notified in writing of the reasons that the Applicant does not qualify. If the reduction application is complete, the case will be placed on the next available Special Magistrate Hearing. The appealing party will be notified in writing of the scheduled date of the hearing at least five (5) days prior to the hearing date. A party receiving a lien reduction, shall, in addition to any reduced lien amount, pay to the city an amount determined by the Special Magistrate to be reasonably related to the city's administrative costs of enforcing the City Code and collecting the lien amount.

All applicants may appeal the Special Magistrate's decision to the City Commission. The applicant's notice of appeal must be provided to the City in writing within ten (10) days of the date of the order. The notice of appeal shall include any and all reasons why the applicant believes that the Special Magistrate's order should be overturned along with all supporting documents. The appealing party will be notified in writing of the scheduled date of the hearing at least five (5) days prior to the hearing date. A party receiving a lien reduction, shall, in addition to any reduced lien amount, pay to the City an amount determined by the City Commission to be reasonably related to the City's administrative costs of enforcing the City code and collecting the lien amount. The City Commission may affirm, reverse, or modify the Special Magistrate's order. The application fee, if any, to appeal the matter to the City Commission may be established by resolution of the City Commission.

- 
- I certify the aforementioned listed property is in compliance with the ordinances of the City of Wilton Manors and there are no outstanding code violations.
  - I certify that I have read and understand the aforementioned listed regulations and I have complied with all applicable mandates prior to submitting this application.

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Signature	Print Name	Date
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Signature (Legal Representative – if applicable)	Print Name	Date
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### LIEN REDUCTION REQUEST QUESTIONNAIRE

**INSTRUCTIONS:** Please complete this form in its entirety. If a question does not apply indicate so with "N/A".

1. What is the address of the property where the lien exists? \_\_\_\_\_
2. Who is the current property owner? \_\_\_\_\_
3. Is the applicant the current property owner?  Yes  No. **If the applicant is not the owner, a notarized letter from the property owner or legal representative authorizing the applicant to represent the property owner shall be submitted with your packet.**
4. Who is requesting the lien reduction (title, name, company name)? \_\_\_\_\_
5. What is your relationship to the property owner? \_\_\_\_\_
6. Has the violation(s) been complied?  Yes  No.
7. Are there any other outstanding violations at the property?  Yes  No. If yes, what violation(s) currently exist?  
\_\_\_\_\_
8. Does the property owner own any additional real property(ies) in the City of Wilton Manors?  Yes  No.
9. If you answered yes to #8, list the address to the property(ies).  
\_\_\_\_\_  
\_\_\_\_\_
10. If you answered yes to #8, are there any existing code violations at these properties?  Yes  No  N/A.
11. If you answered yes to #8, are there any existing code liens at these properties?  Yes  No  N/A.
12. If you answered yes to #10 and/or #11, provide details including but not limited to supporting documentation identifying any and all code violations and code liens within the past 5 years, lien amounts, etc.  
\_\_\_\_\_  
\_\_\_\_\_
13. Does the lien amount exceed the equity in the subject property?  Yes  No. If yes, the applicant shall provide written documentation to support this contention. Such information shall include a current appraisal or Broward County Property Appraiser's latest valuation.
14. Is/Has this property been the focus of any foreclosure proceedings?  Yes  No. If yes, what was/is the date of foreclosure? \_\_\_\_\_



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15. What banks are involved in these foreclosure proceedings or any other proceedings involving this property and/or lien reduction request?  
\_\_\_\_\_
16. Is this property currently listed "For Sale"?  Yes  No. If yes, who is the listing real estate agent and real estate company? \_\_\_\_\_
17. If you answered "yes" to #15, what is the listing price? \_\_\_\_\_
18. If you answered "yes" to #15, is there currently a pending sale contract?  Yes  No  N/A. If yes, what is the closing date? \_\_\_\_\_
19. Have all outstanding debts to include but not limited to utility liens, property maintenance fees, Special Magistrate administrative fees and any applicable taxes been satisfied?  Yes  No. If no, what remains to be satisfied?  
\_\_\_\_\_  
\_\_\_\_\_
20. Is this property currently registered pursuant to the City's vacant/abandoned property registration program (Ordinance Section 13-29(g))?  Yes  No. If no, please inquire with our Code Compliance Unit to assist you with identifying whether or not this property is required to be registered.
21. Is the lien reduction request based upon a financial hardship?  Yes  No. If yes, the attached financial affidavit must be completed with supplemental information that shall include bank account statements for at least six (6) months, and federal income tax returns and supporting documents for the last three (3) years. (*Affidavit is attached to this packet*)
22. Is the lien reduction request based upon any other hardship?  Yes  No. If yes, you must explain the hardship in question #24, and the applicant shall attach any and all documents and information to this packet to support a claim of hardship.
23. Do you understand the requirement for you to provide the City proof of notice prior to the public hearing, and that your failure to provide this proof of notice shall result in your request not being heard by the Special Magistrate.  Yes  No.



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24. Provide an explanation of the reduction sought to include any claims of hardship to include financial hardship, including but not limited to the reasons why the lien should be reduced. ***All relevant and supporting documentation and evidence to support this request to include hardships shall be submitted with this packet. If the lien reduction request is based upon financial inability, a financial affidavit must be filed with supplemental information that shall include bank account statements for at least six (6) months, and federal income tax returns and supporting documents for the last three (3) years. The financial affidavit and supporting documentation shall be submitted by the property owner and any tenant occupying the property that has caused the violations which have resulted in the lien.***



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## CHECKLIST - LIEN REDUCTION REQUEST PACKET

1. Did you review and understand the lien reduction procedures?  Yes  No
2. Did you check the box certifying the property is in compliance with the ordinances of the City of Wilton Manors and there are no outstanding code violations?  Yes  No
3. Did you check the box certifying you have read and understand the listed regulations and that you have complied with all applicable mandates prior to submitting this application?  Yes  No
4. Did you complete the Lien Reduction Request Questionnaire providing a response to every question?  Yes  No
5. If you, the applicant, is not the property owner, did you submit a notarized letter from the property owner or legal representative authorizing the applicant to represent the property owner?  Yes  No  N/A
6. Did you provide an explanation of the reduction sought to include any claims of hardship and the reasons why the lien should be reduced?  Yes  No
7. Did you include with this packet all relevant and supporting documentation and evidence to support your request to include claims of hardship?  Yes  No  I do not have any supporting information or documents.
8. If you are claiming a financial hardship, did you complete, sign and have notarized the Financial Affidavit?  Yes  No  N/A
9. If you are claiming a financial hardship, did you attach supplemental information that shall include bank account statements for at least six (6) months, and federal income tax returns and supporting documents for the last three (3) years for the property owner and if applicable, the tenant occupying the property that has caused the violations which have resulted in the lien?  Yes  No  N/A
10. Did you complete and have notarized the Certification of Truth, Accuracy and Authenticity?  Yes  No
11. For requests being made to the Magistrate, do you understand the City will not process your application until we receive your non-refundable application fee as prescribed in the City's fee schedule with an added non-refundable fee for each additional lien recorded against the property? (Please attach your receipt)  Yes  No  N/A
12. Once your applications pack with supporting documents is completed, and you pay the non-refundable application fee with an added non-refundable fee for each additional lien recorded against the property, you may submit your application.



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### CERTIFICATION OF TRUTH, ACCURACY AND AUTHENTICITY

I certify under penalty of perjury and law, this Lien Reduction Request Packet has been thoroughly completed using truthful, accurate and authentic information and supporting documents. I understand I and parties associated with providing false or misleading information may be investigated by law enforcement, and if appropriate, criminally charged.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Legal Representative (if applicable)

\_\_\_\_\_  
Printed name of Applicant

\_\_\_\_\_  
Printed name of Legal Representative (if applicable)

STATE OF FLORIDA  
COUNTY OF BROWARD

SWORN TO (or affirmed) and subscribed before me by means of  physical presence or

online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_ Personally Known

OR

\_\_\_\_\_ Produced Identification

\_\_\_\_\_  
Type of Identification Produced



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### FINANCIAL AFFIDAVIT

State: Florida

County: Broward

I, the undersigned, do swear and affirm the following facts as a part of my lien reduction application for the City of Wilton Manors. I understand that the City is subject to Chapter 119, Florida Statutes, and this information may become a public record. Additional information may be submitted separately.

I am seeking to reduce the liens against the property located at: \_\_\_\_\_.

The owners(s) of the subject property listed above is/are: \_\_\_\_\_, and I am the owner of the property or I have submitted the appropriate documentation to the City stating that I am authorized to bring this application on behalf of the owner as \_\_\_\_\_ (Attorney, Personal Representative of the Estate, Authorized Agent on behalf of the Entity, Trustee, etc.)

My present address is as follows: \_\_\_\_\_

The owner(s) of the property are primarily employed at:

- 1. Owner: \_\_\_\_\_ Employment: \_\_\_\_\_.
- 2. Owner: \_\_\_\_\_ Employment: \_\_\_\_\_.
- 3. Owner: \_\_\_\_\_ Employment: \_\_\_\_\_.

The owners(s) earn monthly income comes from:

- 1. \_\_\_\_\_;
- 2. \_\_\_\_\_;
- 3. \_\_\_\_\_.

The subject property is homesteaded:  YES  NO

As required by §2-25(1)(g), of the City Code, the applicant shall attach bank account statements for at least six (6) months, and federal income tax returns and supporting documents for the last three (3) years.

The deductions made each month from the owner(s) income are as follows:

- 1. \_\_\_\_\_;
- 2. \_\_\_\_\_;
- 3. \_\_\_\_\_.



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The owner(s) are responsible for the following monthly expenses:

1. Mortgages(s) totaling \_\_\_\_\_, with a monthly payment of \_\_\_\_\_;
2. Household expenses totaling: \_\_\_\_\_;
3. Debt payments: \_\_\_\_\_;
4. \_\_\_\_\_.

The owners own additional property located at:

1. \_\_\_\_\_
2. \_\_\_\_\_,

Additional assets of the owner(s) are:

1. \_\_\_\_\_ in the amount of \_\_\_\_\_;
2. \_\_\_\_\_ in the amount of \_\_\_\_\_;
3. \_\_\_\_\_ in the amount of \_\_\_\_\_;

Additional liabilities of the owner(s) are:

1. \_\_\_\_\_ in the amount of \_\_\_\_\_;
2. \_\_\_\_\_ in the amount of \_\_\_\_\_;
3. \_\_\_\_\_ in the amount of \_\_\_\_\_;

**UNDER PENALTIES OF PERJURY, the undersigned acknowledges the above to be true and correct.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed name of Applicant

STATE OF FLORIDA  
COUNTY OF BROWARD

SWORN TO (or affirmed) and subscribed before me by means of  physical presence or

online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, by \_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_ Personally Known OR \_\_\_\_\_ Produced Identification

\_\_\_\_\_  
Type of Identification Produced



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## LIEN REDUCTION REQUEST PACKET SUBMISSION INSTRUCTIONS

**RETURN VIA:**      Email:      [lienreductions@wmpd.org](mailto:lienreductions@wmpd.org)  
**Subject Line:** Request for Lien Reduction – (Property Address)  
\*Please make sure your receipt is emailed with packet

Mail or in person:      ATTN: Lien Reduction Requests  
Wilton Manors Police Department  
Code Compliance Unit  
2020 Wilton Drive  
Wilton Manors, FL 33305