

Recommendations for Request for Reduction of Liens

Total Reduction

The Respondent claims a financial and/or medical hardship and documentation is provided to Staff or the Code Officer has personal knowledge of this.	Total Reduction
The Respondent is elderly and/or was physically unable to bring the property into compliance and the violation was such that it was a hardship on the Respondent to comply. (For example - elderly Respondent, living alone – no relatives to help mow grass)	Total Reduction
Other special circumstances	Total Reduction

Reduction to Administrative costs:

There is a new owner or prospective owner who brought the property into compliance at their own expense.	Reduce to total Administrative Costs of Code Officer and Clerk
The violator was a tenant and the property owners did everything possible to have the violator bring the property into compliance.	Reduce to total Administrative Costs of Code Officer and Clerk
The Respondent was present at the Code Board hearings and made an attempt to comply.	Reduce to total Administrative Costs of Code Officer and Clerk
The Respondent did not receive any notices – Code Enforcement Office file does not contain green cards signed by Respondent or someone on their behalf and all regular mail was returned as undeliverable. Code Enforcement Officer never had any contact with the Respondent – either in person or by telephone.	Reduce to total Administrative Costs of Code Officer and Clerk

50% to 90% reduction of total lien, plus administrative costs:

	NUMBER OF DAYS / VIOLATIONS				
	0 to 25 days of non-compliance or <u>1 violation</u>	26 to 50 days of non-compliance or <u>2 violations</u>	51 to 75 days of non-compliance or <u>3 violations</u>	76 to 100 days of non-compliance or <u>4 violations</u>	101 to 364 days of non-compliance or <u>more than 4 violations</u>
	90%	80%	70%	60%	50%
The Respondent had knowledge of the violations – either by receiving correspondence or via telephone conversations with the Code Officer and made an attempt to correct the violations.					
The Respondent was uncooperative with the Code Officer’s requests for compliance for a period of less than a year.					

No Reduction of Lien Recommendation

The Respondent was uncooperative with the Code Officer’s requests for compliance for a period of more than a year.	
Foreclosing Entity received notice of violation from inception of the case and obtained property through foreclosure.	