

In order to request a hearing for a lien reduction or release:

- You must be the CURRENT owner of the property.
- The original violation that resulted in the lien must be in compliance.
- The property that has the lien must be TOTALLY in compliance with no outstanding violations of any type.
- ALL other properties located in the City of West Palm Beach that is owned by the same owner(s) must be in compliance with all CITY codes.
- There can be no outstanding balance due to the City from any City of West Palm Beach Division, such as Utilities, Sanitation, or False Burglary Alarms, for any property owned by the same owner(s).
- This application is valid for ONE YEAR after the date of submission. If a hearing for this case is not held within that year, a new application will be required and this process completed anew in entirety.

If all the above conditions are met:

Fill out the paperwork **COMPLETELY**. Do not leave any blanks. Make sure that you include correct information to contact you and that you give the **CASE NUMBER** of the lien.

Notarize the Affidavit of NO Debt to City.

Return ORIGINALS to the address found at the top of “Request for Motion of Reduction”.

Once the paperwork is received the City of West Palm Beach will schedule property inspections and conduct internal debt searches. Please allow us at least 45 - 60 days to complete this process. Hearings are held every Wednesday and you will be notified by telephone and mail of the hearing date.