



Application # CE - 12 - 734

## LIEN REDUCTION APPLICATION

Cocoa Police Department  
Code Enforcement Division  
1226 W King Street  
Cocoa, Florida 32922  
Phone; (321) 433-8508

This application must be completed entirely. The property must be in compliance per the City Code Section 6-707(d), if the property does not meet the guidelines of the City Code the Lien Reduction Application will not be scheduled for a hearing before the Code Enforcement Board.

This form is divided into steps which will help you prepare your request, provide the necessary information, and prepare for the Code Enforcement Board and City Council hearing.

For Office Use Only - Date Received

RECEIVED  
FEB 11 2021  
BY: [Signature]

Stamp Only When Application is Fully Complete

Please TYPE or PRINT this application neatly.

1. Date: 2-10-21

2. Applicant Information: \* NOTE: Applicant is the main contact, who must attend the meeting.

Company (if applicable): Comodore Management, LLC

Name: Kimberly Minot

Mailing Address: 550 S Cocoa Blvd

City: Cocoa State: FL Zip Code: 32922

Phone #: 321-636-6620 Fax #: 321-633-6308

Mobile #: 321-863-9952 E-mail: minottile@aol.com

3. Property Owner Information:

\* Check here if same as Applicant → ☒

\* If more than one owner, attach additional sheet with names and addresses.

Company (if applicable): Comodore Management, LLC

Name: Kimberly Minot

Mailing Address: 550 S Cocoa Blvd

City: Cocoa State: FL Zip Code: 32922

Phone #: 321-636-6620 Fax #: 321-633-6308

Mobile #: 321-863-9952 E-mail: minottile@aol.com

**4. Information for property on which lien occurs:**

Street Address and Location: 1268 Amherst Ct, Cocoa, FL 32922

Parcel ID:

24 - 36 - 30 - 01 - F - 8

Tax Account Number:

2	4	2	3	2	3	5
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Existing Use(s) on Property: vacant (prior rental)

Proposed Use(s) on Property: mental

(If residential – (circle one) **owner occupied** or **rental**), if rental does property owner anticipate accepting any state or federal rental subsidies?

Section 8 maybe

Nature of Violation(s): Fence

Date Fine or Lien Imposed: 10-9-12  
per day

Amount of Fine: \$ 10,725.00

Have the violation(s) on the subject property been corrected: Yes / No (Circle one)

Date upon which the subject property was brought into compliance: Immediately after purchase  
 Purchased 11-6-2013 inspected 12-11-2013  
 have Code Enforcement Letter stating  
 corrected

Please provide the following information:

**5. Please provide the following information:**

Code enforcement case number: CE-12-00000 734

Were you the property owner at the time the lien was imposed? Yes / No (Circle one) If so, how many days did it take from the board order to the date compliance was achieved? na

If you were not the property at the time the violation occurred, were you aware of the lien when you purchased the property? Yes / No / NA (Circle one) If the property was not in compliance at the time you purchased the property how many days from the time of purchase did it take for you to come into compliance? Approximately 30 days

Did you receive the Notice of Violation issued by the Code Enforcement Division: Yes / No (Circle one)

Did you receive the Finding of Facts issued by the Code Enforcement Board: Yes / No (Circle one)

The factual basis upon which the application for reduction of the lien should be granted:

Unimmediately corrected. We provide affordable housing. The home was rented the entire time to an elderly couple with the husband very ill for \$600 a month, with many months never paid. This has been only tenanti. She moved with family upon spouses death.



The reasons, if any, compliance was not obtained prior to the order of penalty or fine being recorded:

Did not own.

Amount you are requesting that the lien be reduced to: 0

Please provide any other information deemed pertinent to this request, including but not limited to the circumstances that exist which would warrant the reduction or forgiveness of the penalty or fine. Include documentation of any financial investment made to physically improve the property:

When I applied for reduction in July of 2019 code enforcement  
reinspected. They cited the home stating the exact  
same shed + fence were not in compliance. This is exactly  
what was present when passed on 12-11-13. This cost me over  
\$2,000 to remedy to their satisfaction.

Are there any other properties within the jurisdictional limits of the City of Cocoa owned by the applicant and/or owners of the subject property on which code violations have been alleged, of which the case is still active, or a Finding of Facts has been entered by the Code Enforcement Board, if so please provide the address, the nature of violation and the status of such:

No

6. Please submit the following items in order complete the application:

- a. ☐ **Notarized application.**
- b. ☐ **Reimbursement to City for recording costs at time of application.** Pursuant to Section 6-707(c), Code of the City of Cocoa, at the time of application, payment to the city in the amount necessary to reimburse the City for its costs associated with processing and recording the order imposing a penalty or fine and the requested satisfaction or release of lien. Please make checks payable to the 'City of Cocoa' and submit payment ONLY to the Community Services Department. Please note that these costs are non-refundable without regard for the final disposition of the application for satisfaction or release of lien. **The application fee is \$20.00 and will need to be paid at the time the application is submitted.**
- c. ☐ **Letter of authorization.** If the applicant is not the property owner, a notarized letter of authorization or agent affidavit is required, unless the applicant is the Attorney of the owner. Each property owner must complete a separate authorization form or other suitable documentation to allow the agent to act upon his/her behalf.
- d. ☐ **Corporate documents.** If the applicant/owner is representing a company, articles of incorporation which show the applicant/owner is authorized to represent the company is required. A data record printout from the Florida Department of State, Division of Corporations website may also be provided (<http://www.sunbiz.org/corpweb/inquiry/search.html>).
- e. ☐ **Additional information (optional).** Submit any information that may be helpful in understanding the request. This may include photos, sketches, elevations, or letters from adjoining property owners.

7. **Application Filing Procedure.** This application, together with all required exhibits and attachments, shall be completed and filed with the Code Enforcement Division by the third Friday of each month at 5:00 pm in order to be scheduled for public hearing for the following month.

8. **Procedure per City Code.** Section 6-707 states the City Lien Reduction rules and procedures for applying for a reduction. It is the applicant's responsibility to read and understand the rules and procedures that are located on page 6 of the Lien Reduction Application
9. **Board Action.** An Inspection of the property must be performed to be scheduled at the Code Board. Following a presentation by staff and testimony offered by the applicant, the Code Enforcement Board will formulate a recommendation to City Council.
10. **City Council Action.** An Inspection of the property must be performed to be scheduled before council. Following the Code Enforcement Board making a recommendation to the City Council, staff will schedule the item for the next available City Council regular meeting.
11. **Inspections.** I agree to allow Code Enforcement to inspect my property and give consent to walk the property before proceeding with this reduction ☒ YES ☐ NO

Signature below will also show that consent to inspect was given by the property owner or representative.

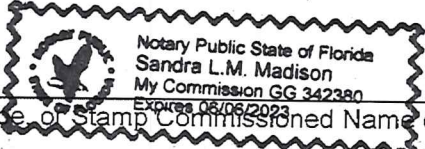
12. Signatures and Notarization.

STATE OF Florida COUNTY OF Brevard I, Kimberly Minot  
being first duly sworn, depose and say that:

- ☐ I am the applicant, or if corporation, I am the officer of the corporation authorized to act on this request.
- ☒ I am the legal representative of the applicant of this application and a notarized Letter of Authorization form or agent affidavit accompanies this application giving written, unless the applicant is the Attorney representing the owner.

I hereby certify that I have read, completed and understand this Application and understand that if my application and all associated attachments are not complete and accurate in all respects, the application will not be scheduled for a public hearing. I further understand that this application must be complete and accurate prior to the advertising of a public hearing.

Kimberly Minot  
(APPLICANT SIGNATURE)  
Public)

  
(Print, Type, or Stamp Commissioned Name of Notary

Personally Known ☐ OR Produced Identification ☒

Type of I.D. Produced FLDL R245-516-60-952-D

Sandra L.M. Madison  
(NOTARY PUBLIC SIGNATURE)

STATE OF FLORIDA, COUNTY OF BREVARD

Sworn and subscribed to before me this 10 day of February, 20 21