

Code Enforcement Special Magistrate

**REQUEST FOR REDUCTION OF FINE/LIEN**

**Please fill out this form completely.** The form must be received by our office two weeks prior to the scheduled hearing. Requests received after the deadline will be scheduled for the following month's hearing. The Special Magistrate Hearings are held the third Thursday of each month at 9:00 a.m. in the John Fuller Auditorium at City Hall, located at 451 3<sup>rd</sup> Street NW, Winter Haven.

Please call the day prior to the hearing to confirm that your case has been scheduled. If you or your representatives are not present at the scheduled hearing, your case will not be heard. **The property must be in compliance.** Please contact our office at 863-291-5697 if you have any questions.

Case No: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Property Representative: \_\_\_\_\_

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

Parcel ID No: \_\_\_\_\_

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

Phone No: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

**OFFICE USE ONLY**

**In Compliance:** Yes / No

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_