

CITY OF NEW ORLEANS  
CODE ENFORCEMENT AND HEARINGS BUREAU

LATOYA CANTRELL  
MAYOR

THOMAS MULLIGAN  
DIRECTOR



LIEN AMNESTY LIST OF REQUIRED DOCUMENTS			
<i>Write the property address at the top right corner of <b>ALL</b> documents and submit in the order listed below.</i>			
PLEASE RETAIN COPIES FOR YOUR RECORDS-COPIES WILL NOT BE PROVIDED			
PROPERTY ADDRESS	CHECKLIST	This property (CIRCLE ONE)	
	✓	IS A VACANT LOT	HAS A BUILDING ON IT
1. Completed Lien Waiver Application.		Required	Required
2. Ownership information: If your name is on the tax bill, you may use the tax bill. If not, please submit other documentation.		Required	Required
3. Tax Bill and Assessor Information: You may retrieve a copy through <a href="http://www.nola.gov">www.nola.gov</a> , the Bureau of Treasury in CityHall, Rm. 1W40, or the Assessor's website <a href="http://www.nolaassessor.com">www.nolaassessor.com</a> .  <b>NOTE: if your tax bill is adjudicated provide the Redemption Calculation, which must be retrieved from Treasury with your application.</b>		Required	Required
4. Copy of All Recorded Code Enforcement Liens: You may retrieve these documents from the Clerk of Civil District Court for the Parish of Orleans at 1340 Poydras St, 4 <sup>th</sup> floor. Their contact number is (504) 407-0005.		Required	Required
5. Color Photos stamped with Date, Time & Address: Photos must be taken within seven (7) days of submission of the application. Photos must <b>clearly</b> show the <b>entire</b> sides of the property <b>and</b> the corrections made of each violation. ("Timestamp Camera" is an available free app)		Required Minimum of two (2) photos from Front and Rear	Required Minimum of four (4) photos

IMPORTANT PLEASE READ:

- Liens that are present on a tax adjudication certificate can't be reduced. Tax Sales of any kind represent an ownership in your property. We recommend resolving all tax sale issues immediately. Paying the Code Enforcement lien(s) DOES NOT resolve tax sales or tax sale adjudications. Paying the Code Enforcement Lien DOES NOT prevent you from losing ownership of your property due to tax sale or tax sale adjudication.
- Demolition and Grass Costs can't be reduced other than interest: The principal amount and recordation fees of demolition and lot abatement costs may not be reduced other than reducing interest added after placement on the tax bill.
- Lien Foreclosure properties filed in court from 01/01/2011 to 12/31/2015 are eligible for reduction: Code Enforcement Liens filed in court, from 2016 to present, are NOT eligible for reduction.
- You **MUST** include all judgments that you want considered for reduction. Information provided does not take the place of a title search or a payoff on all items that may be owed to Code Enforcement.

LIEN AMNESTY APPLICATION

Mail or Hand Deliver this form to the following office:  
Code Enforcement & Hearings Bureau, 1340 Poydras Street, 11<sup>th</sup> Floor, New Orleans, LA 70112

	CITY OF NEW ORLEANS REDUCTION OF LIEN COSTS  PLEASE TYPE OR PRINT PLAINLY		Received (Office and Date)
APPLICANT'S NAME:		DATE PROPERTY WAS ACQUIRED BY APPLICANT	
PROPERTY ADDRESS:		APPLICANT IS (CIRCLE ONE): <div>OwnerTax Sale Deed Holder</div> <div>OTHER: Explain _____ PLEASE PROVIDE DOCUMENTS</div>	
CITY, STATE NEW ORLEANS, LA	ZIP	PROPERTY TAX BILL #	
APPLICANT'S MAILING ADDRESS:		APPLICANT'S TELEPHONE NUMBER(S):	
APPLICANT'S EMAIL ADDRESS:			
<div>THE APPLICANT BELIEVES THAT THIS CLAIM SHOULD BE ALLOWED FOR THE FOLLOWING REASON(S): (TYPE OR PRINT)</div> <div>Use Reverse Side if Space is Insufficient. Please Attach Any Supporting Documents (recent tax bill, pictures of property, etc.)</div>			
<div>Under the penalties of perjury, to the best of my knowledge and belief, the claim that I have stated here (including any accompanying schedules and statements) is true and correct.</div> <div>Signed: _____Dated: _____</div> <div>Print Name: _____Title: _____</div> <div>If the claim is granted, the claimant will be responsible for canceling the liens of record with the Recorder of Mortgages and will be responsible for the costs, including any attorney's fees, of canceling the liens of record with the Recorder of Mortgages.</div>			
FOR OFFICE USE ONLY			
Recommendation: APPROVED/DENIED  Signed: _____  Print Name: _____  Title: _____  Dated: _____		Director's Review:  Signed: _____  Print Name: _____  Title: _____  Dated: _____	
Liens Adjudicated? Third Party Tax Sale: Tax Sale Adjudication: Lien Foreclosure:		Liens Requested: MIN       MPM       AMOUNT       YEAR	
ACTION TAKEN BY ADMINISTRATIVE REVIEW: APPROVED       DENIED			