

DEPARTMENT OF CODE ENFORCEMENT
LIEN REDUCTION APPLICATION



NAME:	
CURRENT ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	
	LIEN REDUCTION PROPERTY INFORMATION
ADDRESS	
TAX BILL#	
HOW DID YOU ACQUIRE THE PROPERTY?	<div>CHECK ONE:</div> <div>SALE/TRANSFER TAX SALE</div> <div>OTHER:</div>

LIST OF REQUIRED DOCUMENTS				
Write the property address at the top right corner of <u>all</u> documents and submit in the order listed below.				
PLEASE RETAIN COPIES FOR YOUR RECORDS-COPIES WILL NOT BE PROVIDED				
PROPERTY ADDRESS	CHECKLIST	This property is (CIRCLE ONE)		
	✓	VACANT LOT	ALL VIOLATIONS CORRECTED	ALL VIOLATIONS WILL BE CORRECTED IN 120 DAYS
1. Completed Lien Waiver Application.		Required	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	Required
3. Tax Bill and Assessor Information Retrieve a copy at www.nola.gov , Bureau of Treasury, City Hall Room 1W40 or through the Assessor's website www.nolaassessor.com . NOTE if your tax bill is adjudicated provide the Redemption Calculation, which must be retrieved from Treasury with your application.		Required	Required	Required
4. Copy of All Recorded Liens Retrieve from Clerk of Civil District Court for the Parish of Orleans, 1340 Poydras St, 4 th floor (504) 407-0005		Required	Required	Required
5. Photos Dated and Labeled with the Property Address Not More Than 7 Days Old Which Clearly Show All Sides Of The Property And Each Violation Corrected		Required Minimum of two (2) photos from Front and Rear	Required Minimum of four (4)	Required Minimum of four (4)