

City of Lauderhill Business and Neighborhood Enrichment Division

Request for Mitigation of Recorded Grant Liens

The request for a mortgage loan reduction, mitigation waiver release or assignment may be made if the homeowner's property is being sold because of financial hardship or a short sale and there is limited or no equity available in the property at the time of the sale to cover the City's loan. The homeowner must be currently residing in the home which the City holds a mortgage position for a single-family homeownership program, or the homeowner must currently be in probate. A mortgage reduction, mitigation, waiver release or assignment can be requested by the homeowner or an entity where sufficient equity is not available to avoid a foreclosure.

The following documentation is required in order to consider a mortgage loan reduction, mitigation waiver, release or assignment on a single-family housing rehabilitation loan:

1. Requesting Entity: An introductory letter must be submitted outlining the proposed transaction; and indicate the reason(s) for requesting a mortgage reduction, mitigation, waiver, release or assignment of the existing City loan.
2. Hardship Letter from Homeowner: Correspondence from the homeowner indicating the reason(s) for the mortgage loan(s) delinquencies. Attach documents to substantiate reason. Correspondence from the personal representative is acceptable in the case of a probate.
3. Short Sale Agreement form Lender(s): Executed Agreement reflecting terms, conditions and provisions for the short sale. The agreement must also indicate the acceptance amount for the short sale.
4. Sales Contract: Executed agreement between buyer and seller.
5. Draft of HUD Statement: Showing how the proceeds will be dispersed at loan closing (No cash to homeowner/seller is applicable).
6. Appraisal: A copy of the most recent appraisal within the last six month period.
7. Mortgage Documentation: Copies of all outstanding mortgages filed in the public records; and any other violations, outstanding tax certificate or other liens against the property.
8. Buyer's Approval: Buyer's approval for financing is required.
9. Copy of Foreclosure Action: A copy of the Lis Pendens filed and/or other supporting documents.

Instructions:

- A. Complete the form below and attach or scan any documents and pictures and other evidence of special circumstances or other information that will support the Request for Mitigation.
- B. Submit completed form and attachments to City of Lauderhill Business and Neighborhood Enrichment Division, Attention: Tameka Dorsett at tdorsett@lauderhill-fl.gov or mail/deliver to 5581 West Oakland Park Boulevard, Lauderhill, FL 33313.
- C. The Request for Mitigation will be reviewed by the Director of Finance, who will then make a recommendation to the City Manager. The City Manger has sole discretion to deny or allow the request and set the mitigation amount, if applicable. If the mitigation is denied or if the applicant does not pay the proposed mitigation amount.
- D. There is no statutory right to the mitigation of liens. Mitigation is a privilege afforded under demonstrated qualifying circumstances only.

INFORMATION

CFN #: _____ Book: _____ Page: _____

Property Address: _____

Property Owners Name: _____

Mailing Address: _____

Phone: _____ Email: _____

MITIGATION REQUEST

Total Lien Amount: \$_____ I am requesting that the Total Lien Amount be reduced from
\$_____ to \$_____ to be paid on or before _____(date) for
the reasons stated below.

Selling Property Refinancing Property Other_____

In the space provided below, explain the reason for requesting mitigation. You should submit documentation
and other evidence to support your request.

List of attachments:

_____ I hereby swear/affirm that the statements provided in this Mitigation Request are correct and truth to the best of my knowledge. I understand that any intentional failure to be truthful in submitting this request is a violation of Florida statues pertaining to perjury.

_____ I hereby acknowledge that mitigation is a privilege afforded only under qualifying circumstances and that mitigation is not a guaranteed right.

Print Name: _____ Date: _____

Signature: _____

Office Use Only: Mitigation Approval

Approved Amount: \$ _____

Finance Director's Signature _____ Date _____

City Manager's Signature _____ Date _____