

Date Received: _____
Received By: _____

Leon County Code Enforcement Board
435 N. Macomb Street, 2nd floor, Tallahassee, FL 32301
(850) 606-1300 – phone (850) 606-1301 – fax
Email: CodeCompliance@LeonCountyFL.gov

Code Compliance Authorized Agent Form

Case No.: _____ Property Owner: _____
 Property Address/ Tax ID No.: _____
 Mailing Address: _____
 Phone: _____ Email: _____

I, _____, hereby appoint the following person as my agent:
 Agent(s) Name: _____ Agent(s) Address: _____
 Agent(s) Phone#: _____ Email: _____

I grant the above listed agent the authority to act on my behalf with respect to the following: (check all that apply)
 _____ Speak and meet with Code Compliance Services staff for the handling and management of the above referenced property prior to any Code Enforcement Board meeting.
 _____ Attend and speak on my behalf at: _____ Code Enforcement Board Public Hearing, _____ Request for Extension of Time to comply with Code Enforcement Board Order Hearing, and/or _____ Request for Reduction of Fine Hearing, relating to the above referenced property.
 _____ Attend and speak on my behalf at Code Enforcement Board Compliance Review Hearing relating to the above referenced property.

Important Information:

This form authorizes another person (your agent) to act or make decisions concerning your property for you (the principal). Your agent will be able to speak or act with respect to your property listed above in matters relating only to the above-referenced Leon County Code Compliance case and only for the activities and scope as you have expressly permitted above. This authorization is limited to interactions with Code Compliance Services staff and the Code Enforcement Board proceeding, and no other division of Development Support and Environmental Management. Regardless of the actions taken by the agent, you as the principal/property owner remain responsible for your property and compliance with Leon County Code of Laws.

Signature: _____ Date: _____

State _____
 County of _____

The foregoing instrument was acknowledged before me by means of _____ physical presence or _____ online notarization this _____ day of _____, 20____ by _____ who is personally known to me or has produced _____ as identification.

 Notary Public, State of Florida