



Code Enforcement Division · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4469 (direct: 648-4091)

RESIDENTIAL PROPERTY REGISTRATION PROGRAM (VACANT/FORECLOSED) ANNUAL APPLICATION FORM

The information set forth below in this Application needs to be provided to the City by the Property Owner or the agent of the Property Owner, to initiate the Vacant/Foreclosed Residential Property Registration process with the City.

The City of Vallejo is one of many municipalities in California making efforts to deal with the negative effects of foreclosed/abandoned/vacant properties on the community. On March 12, 2013, the Vallejo City Council adopted the Modification to Vallejo Municipal Code (VMC) Chapter 7.62 (known as the Vacant Building Ordinance) as City Ordinance No. 1672, which authorizes the implementation of the Vacant and Foreclosed Residential Property Registration Program. Ordinance No. 1672 became effective on April 12, 2013, and will be codified with VMC Chapter 7.62 in June 2013. A copy of the City Ordinance is included with this application along with the Registration Notice.

A letter from the Code Enforcement Division has been issued to the property owners of vacant or foreclosed residential properties within the City of Vallejo. "Property Owners" as defined in the ordinance includes makers or holders of loans secured by real property mortgages and their agents, mortgage lenders, beneficiaries, banks, mortgage servicers, trustees, foreclosure trustee servicers, title insurance companies, real estate property management firms, real estate brokers and other interested persons.

Requirements

This program requires the registration, maintenance, and security of vacant and foreclosed residential properties including single family houses, multi-family complexes, and condominiums up to 4 units within the City of Vallejo.

The registration requirement is triggered within 10 days after either of the following occurs:

- A Notice of Default has been recorded;
- The building becomes a "vacant building" subject to Section 7.62.035 of the Ordinance; or
- Within 10 days of acquiring the property at a trustee sale

Adoption of the ordinance requires Property Owners to:

1. Register the property with the Code Enforcement Division by completely filling out the Vacant and Foreclosed Property Registration Annual Application Form
2. Pay the annual registration fee of **\$400.00** per property to accompany the registration/application. Please make checks payable to the City of Vallejo and send them to the Code Enforcement office.



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3. Perform an initial maintenance inspection within 10 days after becoming subject to the registration requirement, and thereafter, submit **monthly maintenance monitoring inspections every 30 days** of the property to ensure that the property is free of trespassers and squatters, and that it complies with all applicable laws and ordinances. Monitoring is required to ensure compliance with the Vacant Building Ordinance and to ensure that the property owner is progressing diligently with authorized repair or rehabilitation, the building is ready for occupancy and actively offered for sale, lease or rent, or the property owner is actively maintaining and monitoring the building. Evidence of monthly inspections in the form of comprehensive property photographs (**Foreclosure properties: clear photos of "what is in public view"**) with the date on each photograph shall be submitted to the Code Enforcement Division within ten (10) calendar days after each monthly inspection. Monthly Monitoring Inspection Reports and Photos can be sent via one of the following ways:

Mail: Code Enforcement Division
ATTN: Property Registration – Monthly Monitoring
555 Santa Clara Street
Vallejo, CA 94590

E-mail: code.enforcement@cityofvallejo.net

If mailed, the required documents must be postmarked with the date due. Computer-generated emails and faxes received in the Code Enforcement Division will be processed by the date they were received.

4. Post signs on all registered properties with the name and 24-hour toll-free contact phone number of the property owner, or the agent of the property owner responsible for the inspection and maintenance of the property. The posting shall be no less than 8 1/2," X 11" and shall contain, along with the name and 24- hour toll free contact number, the words "**THIS PROPERTY MANAGED BY**" and "**TO REPORT PROBLEMS OR CONCERNS CALL**" or similar. The posting shall be placed in a window adjacent to the entry door or attached to the exterior of the entry door. Exterior posting must be constructed of and printed with, or contained in, weather-resistant materials. The posting font should be possible to read from 20 feet away.

5. Secure all vacant buildings from trespassers.

6. Maintain such property in a manner that does not violate the provisions of the Vacant Building Ordinance and applicable property maintenance ordinances, and such owner remains liable for any violation regardless of any contract or agreement with any third party regarding such property.

Please address any questions or concerns about this program to the Code Enforcement Division via:

Mail:
Vallejo City Hall - **Code Enforcement Division**
555 Santa Clara Street, 1st Floor
Vallejo, CA 94590

Email: code.enforcement@cityofvallejo.net
Phone: (707) 648-4091
or Visit us at:
2 Florida St., Vallejo, Ca 94590

Please check one: **NEW REGISTRATION**

REGISTRATION RENEWAL

YEAR REGISTERING: _____

1. Street Address of the Property (required):

2. Solano County Assessor Parcel Number for the Property:

3. (A) Solano County Recorded Notice of Default Number and Date (required):

(B) Solano County Recorded Notice of Rescission Date (attach evidence):

24-Hour Phone Contact Information (required):

If the City has any question regarding the Property or this Application who should the City contact by telephone?

Print name of Application contact individual

Print telephone number of Application contact individual

Email address of Application contact person

4. (A) Name, Address and Phone/Email Contact for Property Owner recording the Notice of Default (required):

Name: _____

Address: _____

Phone Number: _____

Property Owner Email Address: _____

If there are more than three (3) property owners, include the additional information on an additional form. Any change in the information contained on this form must be submitted to the City of Vallejo within ten (10) days of the change. (Fee not required for changes in information to properties already registered) Failure to submit the change is a violation of the City Ordinance. The property owner may be subject to fines and further legal action.

(B) Name, Address and Phone/Email Contact for Renter/Occupant (if home is occupied):

Name: _____

Address: _____

Phone Number: _____

Renter/Occupant Email: _____

5. Foreclosed Property Mortgage Description:

Beneficiary Loan Identification Number: _____

6. Date of Initial Default Inspection of the Property:

7. Date of Default Inspection Which Confirmed Property to Be Vacant or Abandoned/Date When Property Owner Believes Property Became Vacant or Abandoned (required if no default recorded):

Property is still occupied by legal occupant

8. Name, Address and Phone/Email Contact for Foreclosure Trustee:

Name: _____

Phone Number: _____

Trustee Email Address: _____

9. Name, Address and Phone/Email Contact for Property Management Service For Inspections (required):

Name: _____

Address: _____

Phone Number: _____

Property Manager Email Address: _____

*****Designation of a responsible agent does not relieve the Property Owner of any obligation.*****

10. Other Contact Person(s) (Specify Relationship to Property Owner:

Name: _____

Phone Number: _____

Other Contact Person(s) Email Address: _____

11. At time of submission of Application, Has the Property Been Posted By Property Owner as required by VMC Section 7.62.036?

B. All properties subject to the registration requirement shall also be posted with the name and 24-hour toll-free contact phone number of the property owner, or the agent of the property owner responsible for the inspection and maintenance of the property. The posting shall be no less than 8 1/2," X 11" and shall contain, along with the name and 24- hour toll free contact number, the words "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL" or similar. The posting shall be placed in a window adjacent to the entry door or attached to the exterior of the entry door. Exterior posting must be constructed of and printed with, or contained in, weather-resistant materials.

Yes

No

If "No", indicate estimated date by which the required Property Owner contact notice will be placed on Property:

12. Photographs of Front, Side yards, and Rear (if available) of Property and indicate Date on Each Photograph

Photos attached by Person (the "Declarant") submitting the Application to the City

Photos to follow within ten (10) days of submission of the Application by Declarant

13. Property Maintenance and Security Conditions

The following paragraphs of this Part 13 of the Application (A)-(D), inclusive are conditions of the registration of the Property with the City under VMC Chapter 7.62. The Property Owner is responsible for compliance with each of the following property maintenance and security conditions as set forth below:

(A) VMC Section 7.62.050 Securing from Trespassers

All vacant buildings subject to this chapter shall be made secure from trespassers in the following manner:

- A. All doors and windows of the building shall be in good, working condition and locked.
- B. All broken doors and windows shall be replaced or, with the consent of the code enforcement manager, shall be covered in a manner acceptable to the code enforcement manager.
- C. The code enforcement manager, in his or her discretion, may require securing the property with steel panels, or having all windows and doors installed and a working theft-prevention system with an active account with a third-party security company, or any other reasonable measures to prevent trespassers. All property vacant for at least three months may be required to have lighting at entrances and exits from dusk until dawn. All entrance/exit lighting must be installed with automatic timers in accordance with any applicable City codes.
- D. A property owner's failure to secure the property from trespassers is a violation of this Code and, in addition to any other remedy at law or in equity, is punishable by a fine of \$200 a day for every day the property is not secured.

In general, the maintenance of abandoned or vacant property by the beneficiary shall comply with the standards set forth in the Vallejo Municipal Code Section 7.54.030.

Adherence to the maintenance and monitoring standard set forth in VMC Section 7.62.036 does not relieve the property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.

(B) Does the Property have a Pool or Spa?

Yes

No

If "YES" describe pool maintenance arrangements to be undertaken by Property Owner:

(C) At the time of submission of the Application to the City, the undersigned Declarant on behalf of the Property Owner hereby certifies that there is no graffiti on any structure, fence, wall or sign on the Property.

By: _____

Print Name: _____

(D) The Code Enforcement Division of the City may, for good cause, add additional property maintenance and security conditions to the Property upon written notice to the Property Owner at any time after the date of submission of this Application to the City.

14. Number of Dwelling Units on the Property:

one dwelling unit

three dwelling units

two dwelling units

four dwelling units

15. Name and Contact Information for Declarant Submitting this Application to the City (required):

Name (please print): _____

Phone Number: _____

Email: _____

The undersigned hereby represents and warrants to the City of Vallejo that this Application is submitted to the City on behalf of _____ who is the Property Owner.

The undersigned Declarant on behalf of the Property Owner, whose name, address and contact information appears in item 15 of this Application, hereby authorizes, requests and gives consent to the City of Vallejo to conduct such regulatory inspections of the Property as set forth in VMC Chapter 7.62 Section 7.62.110, from time to time as may be indicated.

The undersigned Declarant hereby declares under penalty of perjury that the facts set forth in this Application are true and correct to the best personal knowledge of the Declarant.

Date: _____ By: _____
Signature of Declarant (**required**)

16. Fee Schedule

Registration per Property (per legal parcel)	\$400.00
TOTAL FEE	\$400.00

Account No. 001-2412-310.36-39

Note: Registration and fees are due within 10 days of the property being vacant or after a Notice of Default has been recorded and by January 1st each year thereafter. Registration fees will not be prorated (i.e., if a property becomes vacant in November, the registration must be paid for that full year.)

(This Section to filled out by the City of Vallejo Code Enforcement Division)

17. ACCEPTANCE OF APPLICATION BY THE CITY OF VALLEJO
The undersigned hereby deems this Application to be complete, and accepts this Application for registration of the Property on behalf of the City of Vallejo.

Date _____ By: _____

Property Registration Case No.: _____

Fees Paid: _____

Date Paid: _____

Date copy of Application Provided to Beneficiary/Property owner: _____