



**RE: CITY OF VALLEJO PROPERTY REGISTRATION PROGRAM
(VACANT/FORECLOSED)**

SITE PARCEL #:

SITE ADDRESS:

CASE #:

PLEASE TAKE NOTICE

Dear Property Owner:

You are being contacted because our research indicates you possess a property interest in a vacant or foreclosed property. The City of Vallejo enacted laws requiring vacant and foreclosed property owners to register and monitor their properties to minimize common adverse effects, such as blight and squatting. For the purposes of this program, **a property is “vacant” if it is not occupied or utilized consistent with the property’s permitted use(s) for thirty or more days.** (Vallejo Municipal Code § 7.62.030(G).) Also, **a property is “foreclosed” after a notice of default is filed.** (Vallejo Municipal Code § 7.62.030(D).) Vallejo Code Enforcement has determined your property is vacant or foreclosed; therefore, **you must register and monitor your property consistent with our laws.** (Vallejo Municipal Code § 7.62.035(C).)

Requirements of the program (see packet for more details):

- **Register** your vacant or foreclosed property;
- **Pay** an annual fee of \$400, not to be prorated;
- **Maintain** the subject property consistent with all relevant laws;
- Perform an **initial inspection** within ten days and follow-up with **monthly inspections**;
- **Provide evidence of inspections** to Vallejo Code Enforcement; and
- **Resolve the foreclosure proceeding** and/or **bring about lawful occupancy.**

Consequences of non-compliance (see packet for more details):

- **City abatement** of nuisance conditions;
- **Fines** and **abatement costs**; and
- **Liens** and other legal actions.



Code Enforcement Division · 2 Florida Street · Vallejo · CA · 94590 · 707.648.4469

As an interest holder in the subject property, we are sending you this information packet to provide you with copies of the Vacant and Foreclosed Residential Property Registration Annual Application Form, a detailed version of the Vacant and Foreclosed Residential Property Registration Program Requirements, and the text of Vallejo Municipal Code § 7.62. You are advised to review all documents in this packet—this guidance is not all-inclusive. If you have any questions, you may direct them to Vallejo Code Enforcement staff by calling **(707) 648-4091**; visiting 2 Florida St., Vallejo, CA. 94590; e-mailing code.enforcement@cityofvallejo.net (please insert the following as your email subject: “Property Registration Inquiry”). Additionally, you can also visit the City’s website at www.cityofvallejo.net for more information.

Vallejo Police Department, Code Enforcement Division