



Code Enforcement Division · 555 Santa Clara Street · Vallejo · CA · 94590 · 707.648.4469 (direct: 645-2602)

VACANT REAL PROPERTY REGISTRATION 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 Lot Real 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 10, 2020, the Vallejo City Council adopted the Modification to Vallejo Municipal Code (VMC) Chapter 7.62 (known as the Vacant Real Property Ordinance) as City Ordinance No. 1672, which authorizes the implementation of the Vacant and Foreclosed Real Property Registration Program. Ordinance No. 1672 became effective on April 12, 2013, and was 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 real 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 real properties including single family houses, multi-family complexes and condominiums up to 4 units, commercial properties, and vacant lots 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 "vacant lot" is undeveloped and is 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 Real Property Registration Annual Application Form
2. Pay the annual registration fee of **\$453.00** per property to accompany the registration/application. Please make checks payable to the City of Vallejo and send them to the Code Enforcement office.

APPLICATION MUST BE SUBMITTED WITH THE ANNUAL FEE



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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 parcel to ensure that the **parcel 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 Real Property Ordinance and to ensure that the property owner is actively maintaining and monitoring the vacant parcel. Evidence of monthly inspections in the form of comprehensive property photographs (**Photographs of entire vacant parcel**) 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 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 include "**NO TRESPASSING**". The posting must be constructed of and printed with, or contained in, weather-resistant materials. The posting font shall not be less than six inches high and must be clearly visible from the public right-of-way.

5. Secure all vacant buildings/structures (if any) from trespassers.

6. Maintain such property in a manner that does not violate the provisions of the Vacant Real Property 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) 648-4469
or Visit us at:
2 Florida St., Vallejo, Ca 94590

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Please check one: **NEW REGISTRATION** **REGISTRATION RENEWAL**

Year Registering: _____

1. **Street Address of the Parcel:**

2. **Solano County Assessor Parcel Number for the Property:** 3. **Square footage of Parcel:**

24-Hour Phone Contact Information:

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

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

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

Name: _____

Phone Number: _____

Other Contact Person(s) Email Address: _____

5. **At time of submission of Application, Has the Parcel 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 or local 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 include "NO TRESPASSING". The posting must be constructed of and printed with, or contained in, weather-resistant materials.

Yes

No

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

6. “Current” Photographs of entire Vacant Parcel and indicate Date on Each Photograph
(DUE every 30 days)

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

7. Property Maintenance and Security Conditions

The following paragraphs of this 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:

VMC Section 7.62.055 Securing from Trespassers (No Trespass Letter attached) Submit with application

(A) Vacant Lots shall be secured from trespassers as follows:

- a. “No trespassing” signs shall be posted consistent with Section 7.62.036.
- b. The owner shall install a split rail fence or permanent steel fencing enclosing and securing the vacant lot if the vacant lot has been the site of three or more citizen complaints or citations in a two-year period for any of the following:
 - 1. Illegal dumping or the presence of refuse;
 - 2. Trespassing;
 - 3. Unauthorized camping;
 - 4. Unauthorized fire/burning.

(B) All fencing must be provided with a gate to allow access to the vacant lot for emergency services and such fencing shall be maintained in good condition at all times by the property owner. Chain link fencing is not an authorized fencing material as a means of securing vacant lots. Broken or open permanent fences shall be repaired or replaced within seven days of notification by the city.

(C) 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.

(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.

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8. Name and Contact Information for Declarant Submitting this Application to the City:

Name (please print): _____

Address: _____

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 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**)

9. Fee Schedule

| | |
|--|-----------------|
| Registration per Property (per legal parcel) | \$453.00 |
| TOTAL FEE | \$453.00 |
| Account No. 001-2412-310.36-39 | |

Note: Registration 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.)



CITY OF VALLEJO

POLICE DEPARTMENT

111 AMADOR STREET • VALLEJO • CALIFORNIA • 94590 • (707) 648-4545

NO TRESPASS LETTER (VACANT REAL PROPERTY / LOT)

Date: _____

Effective Dates: _____ to _____
(effective date signed, expires in 6 months)

To: Vallejo Police Department
111 Amador St.
Vallejo, Ca 94590
707-648-4321

CC: Vallejo City Attorney's Office
555 Santa Clara St
Vallejo, Ca 94590
707-648-4545

From: _____
(Please Print: Last Name, First Name, Middle Initial)

Mailing Address: _____

City: _____ State: _____ Zip: _____

Day Phone: _____ Night Phone: _____ Business Phone: _____

I am the Owner/Owner's Agent (circle one) of the property located at:

- The Property is a(n)
- Apartment
 - Single Family Residence
 - Land Not Open to the General Public, and Posted as being closed.

There are no person(s) currently authorized to occupy the property. _____ [initial]

I authorize the Vallejo Police Department to ask unauthorized person(s) to leave the Property. If they refuse to do so or return thereafter, I authorize the Vallejo Police Department to effectuate a citizen's arrest on my behalf on any person(s) trespassing on my property (California Penal code § 602).

I or my agent will cooperate in the prosecution of any person(s) arrested for this offense. I understand that this letter is valid for a maximum period of six-months and it is my responsibility to renew the letter at that time, if the need still exists.

(Note: the No Trespass Letter does not apply to properties that will be actively listed for sale/rent within the next 6 months)

Dated: _____

Signature: _____

Print Name: _____