



## **VACANT (AND/OR FORECLOSED) REAL PROPERTY REGISTRATION PROGRAM APPLICATION FORM (REGISTRATION/RENEWAL)**

The City of Vallejo (City) is one of many municipalities in California making efforts to deal with the negative effects of foreclosed/abandoned/vacant properties on the community. The information set forth below in this Application is to be provided to the City by the Property Owner (Owner) or the Owner's agent to initiate the Vacant Real Property Registration process with the City. On March 12, 2013, the Vallejo City Council adopted the Modification to Vallejo Municipal Code (VMC) Chapter 7.62 (then known as the Vacant Building Ordinance) as City Ordinance No. 1672, which authorized the implementation of the **Vacant and Foreclosed Residential Property Registration Program**. Ordinance No. 1672 became effective on April 12, 2013, and was codified with VMC Chapter 7.62 in June 2013. On March 10, 2020, the Vallejo City Council adopted a Modification to VMC Chapter 7.62, now known as the **Vacant (or Foreclosed) Real Property Registration Ordinance (Ordinance)**, as City Ordinance No. 1844, authorizing the implementation of the Property Registration Program. Ordinance No. 1844 became effective on March 10, 2020, and was codified with VMC Chapter 7.62 on March 24, 2020. A copy of the VMC may be obtained online via [https://library.municode.com/ca/vallejo/codes/municipal\\_code](https://library.municode.com/ca/vallejo/codes/municipal_code). The City has issued letters to the 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 (or foreclosed) real properties, including single family houses, multi-family complexes and condominiums up to four (4) units, commercial properties, and vacant lots within the City.

The registration requirement is triggered within ten (10) days after either of the following occurs (and annually thereafter in January):

- A Notice of Default has been recorded;
- Within ten (10) days of acquiring the property at a trustee sale;
- The building becomes a "vacant building" subject to the Section 7.62.035 of the Ordinance; or
- The "vacant lot" is undeveloped and is subject to Section 7.62.035 of the Ordinance.

### **Adoption of the ordinance requires Property Owners to:**

1. Register the property with the Code Enforcement Division (CED) by completely filling out the Property Registration Application Form and renew on an annual basis to be submitted no later than **January 31**;
2. Pay the annual program renewal fee of **\$389.78** per property to accompany the registration/application. First time registrations make checks payable to the **City of Vallejo** and send them to the CED. Renewal application payments may be made by mail or online at <https://vall-trk.aspgov.com/eTRAKit/>.
3. Perform an initial maintenance inspection within ten (10) days after becoming subject to the registration requirement and thereafter submit **monthly maintenance monitoring inspections of the parcel within thirty (30) days** 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 Property Registration Program 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 building/parcel) with the date on each photograph shall be submitted to the CED within ten (10) calendar days after each monthly inspection. Monthly Monitoring Inspection Reports can be sent via mail or e-mail. **If mailed, the required documents must be postmarked with the date due. Computer-generated emails received in the CED will be processed by the date they are**



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**received. Failure to submit monthly maintenance monitoring reports is punishable by a fine of \$200 a day for every day the report has not been submitted.**

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 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 and must be clearly visible from the public right-of-way.
  - i. For **vacant buildings**, the posting shall be placed in a window adjacent to the entry door or attached to the exterior of the entry door. (Legally occupied buildings do not require posting).
  - ii. For **vacant lots**, the posting shall include **"NO TRESPASSING"** in prominent letters and be placed on a sign constructed of and printed with weather resistant materials and be four feet by four feet in size. The sign shall have lettering of not less than six inches (6") high.
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 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.

### **CONSEQUENCES OF NOT COMPLYING WITH REGISTRATION**

Should the property owner not get registered by the deadline, the following action(s) may be taken:

Notice of Violation: A Notice of Violation with an Administrative Charge of **\$469.81** will be issued if not registered by the deadline, pursuant to Section 7.62.260 of the Vallejo Municipal Code.

Administrative Citation: Failure to comply with registration requirements by the deadline of the Notice of Violation will result in the issuance of a written Administrative Citation, pursuant to Chapters 1.15.040 and 7.62.130 of the Vallejo Municipal Code. **1<sup>st</sup> Citation: \$324.97, 2<sup>nd</sup> Citation: \$649.94, 3<sup>rd</sup> and subsequent Citations: \$976.13 – per violation, per day that each violation continues to exist past the correction date.**

Fines: Failure to submit the required comprehensive monthly monitoring property pictures and brief written report is punishable by a fine **of \$200.00 a day for every day (30 days = \$6,000)** that the required inspection evidence is not submitted to the Code Enforcement Division office, unless the property owner contacts and receives an extension of time for submittal from the Code Enforcement Manager per section 7.62.036 (B) of the Vallejo Municipal Code's Vacant Real Property Ordinance.

Liens and Special Assessments: the amount of any unpaid administrative charges and/or abatement costs including incidental costs may be made a lien on the real property on which the violation occurred and may constitute as a special assessment added to the ordinary secured property taxes.

**Please refer to Chapter 7.62 of the VMC for more information. For updated fee information, visit [https://www.cityofvallejo.net/our\\_city/departments\\_divisions/finance\\_department](https://www.cityofvallejo.net/our_city/departments_divisions/finance_department).**

Please direct questions about this program via email/mail/visit/phone call: [code.enforcement@cityofvallejo.net](mailto:code.enforcement@cityofvallejo.net)

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Please check one: **NEW REGISTRATION\*** ☐

**ANNUAL RENEWAL\*\*** ☒

\*Check must be included with the new registration application or the application will be considered incomplete

\*\*Annual Renewal Fees may be paid online at: <https://vall-trk.aspgov.com/eTRAKiT/>

**Year Registering:** \_\_\_\_\_

**Case #:** \_\_\_\_\_

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

\_\_\_\_\_

**2. Solano County Assessor Parcel Number for the Property:**

\_\_\_\_\_

**3. (3a) Solano County Recorded Notice of Default Number and Date (if applicable):**

\_\_\_\_\_

**(3b) Solano County Recorded Notice of Rescission Date (attach evidence, if applicable):**

\_\_\_\_\_

**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*



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

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Property Owner Email Address: \_\_\_\_\_

*NOTE: If there are more than three (3) property owners, include the additional information on an additional form. Any change in the information contained in this form must be submitted to the City of Vallejo within ten (10) days of the change. (Fee is 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.*

**(4b) Property is currently (circle one): Not Occupied/Legally Occupied/Unknown/Other Name, Address and Phone/Email Contact for Renter/Occupant (if applicable/known):**

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:**

\_\_\_\_\_



**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:**

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, if property is not occupied, has the property been posted by Property Owner as required by VMC Section 7.62.036?**

☐ Yes

☐ No

All properties subject to registration 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.

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

\_\_\_\_\_



**12. Provide monthly photographs of the front, sides, and rear of the property or lot, as applicable and accessible. Ensure the date is clearly displayed on each photo.**

- ☐ 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 section 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:*

1. All doors and windows of the building shall be in good working condition and locked.
2. 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.
3. 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.
4. 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

**(1) \$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.



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**B. Does the Property have a Pool and/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, OR check here to indicate if Vacant Lot: ☐**

☐ one dwelling unit

☐ three dwelling units

☐ two dwelling units

☐ four dwelling units

☐ vacant lot

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

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 Property Owner \_\_\_\_\_.



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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)

**TOTAL FEE**

**\$389.78\*\***

Account No. 001-1503-310.36-39

**\*\* ANNUAL RENEWAL FEES MAY BE PAID ONLINE AT:**

<https://vall-trk.aspgov.com/eTRAKiT/>

- 1) Under Violations, click on Pay Fees
- 2) Follow the instructions to create an account for login
- 3) You will need your case number in order to pay the fee(s) – if you do not see your fee listed, please inform us via e-mail at [code.enforcement@cityofvallejo.net](mailto:code.enforcement@cityofvallejo.net) or call 707-648-4469

**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 31st 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 #: \_\_\_\_\_

Fees Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_