



Transaction Code #S-867

CITY OF CHOWCHILLA

Community Development Department

Registration Form for Abandoned Residential Property

Please fill out the information requested below and deliver this form to the Community Development Dept., Civic Center or mail to **City of Chowchilla Community Development Department 130 S. Second St. Civic Center Plaza Chowchilla, CA 93610.**

Registered Residence Address: _____ Chowchilla, CA 93610.

Assessor Parcel Number (APN): _____

Notice of Default Recordation #: _____ (Please attach copy to this form)

Lender/Lien Holder: _____

Contact: _____ Contact Phone #: _____

Lender/Lien Holder Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Property Manager: _____ Business License #: _____

Contact: _____ 24-Hour Phone #: _____

Property Management Company Local Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Standard Annual Application Fee: \$212.00

Please check one: ☐ New registration

Renewal Application Fee: \$151.00

☐ Renewal registration

An annual registration fee shall accompany this registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must be received no later than January 31st of the year due. Registration fees will not be prorated. (CMC 8.03)

Initiated By: _____

Print Name

Signature

Date

Company Name and Address

Back of Registration Form for Abandoned Residential Property – Ord. # 449-08

City of Chowchilla Municipal Code, Title 8 Chapter 3: ABANDONED RESIDENTIAL PROPERTY REGISTRATION:

It is the purpose and intent of this chapter to establish an abandoned residential property registration program as a mechanism to protect residential neighborhoods within the city limits of the City of Chowchilla from becoming blighted through the lack of adequate maintenance and security of abandoned properties. The procedures authorized or identified by this chapter are the following: Title, purpose and intent, definitions, recordation of transfer of loan, deed of trust, assignment of rents, registration, maintenance requirements, security requirements, additional authority, maintenance and security by city, fees, enforcement and violations and penalties.

Owner Responsibility under CMC 8.03

- Within ten (10) days of the purchase or transfer of a loan or deed of trust secured by residential property, the new beneficiary/trustee shall record with the Madera County Recorder's Office an Assignment of Rents or a similar document that lists the name of the corporation, entity, or individual and the mailing address and contact phone number of the new beneficiary or trustee responsible for receiving payments associated with the loan or deed of trust.
- The local property management company shall inspect the property no less than on a monthly basis to determine if the property is in compliance with the requirements of this chapter.
- If property is found to be vacant or shows evidence of vacancy, it is, by this chapter, deemed abandoned and the beneficiary/trustee shall, within ten (10) days of the inspection, register the property with the Community Development Department on form provided by the City of Chowchilla.
- Report to the City of Chowchilla any change of information contained in the registration within ten (10) days of any said change.
- Properly maintain landscaping by regularly watering, cutting and mowing landscape and remove all trimmings.
- Property shall remain free of graffiti, tagging, or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.
- Pools and spas, ornamental pools, and other in ground or above ground structures designed to hold water shall either be kept in working order and treated so the water remains clear and free of pollutants, debris, and any kind of larvae that would cause a health danger to the surrounding vicinity, or be drained and kept dry.
- Secure the property so as not to be accessible to unauthorized persons.
- Post property with the name and 24-hour contact phone number of the local property management company. The posting shall be no less than 18" x 24" and shall be of a font that is legible from a distance of forty-five (45) feet and shall contain, along with the name and 24-hour contact number, the words "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL". Place on an interior of a window or exterior of the building/structure facing the street to the front of the property so that it is visible from the street.

A copy of this or any municipal code or ordinance of the City of Chowchilla may be downloaded at: www.cityofchowchilla.com