



Vacant/Abandoned Property Registration Form

Property Information

(Please print or type. All spaces must be completed.)

Property Address _____ City, State _____ Zip Code _____

Brief Description of Property's Legal Status
(Foreclosure, Short Sale Pending, Lis Pendens, etc.) _____

Date (Mo./Day/Yr.) _____

Property Legal Description (Subdivision, Lot, Block, etc.) _____

Mortgage Company Information

Name of Mortgage Company/Bank Name _____

Mailing Address _____ Apt/Suite # _____

Additional Address _____ City/State Zip Code _____

Phone Number _____ Fax Number _____

Contact Person Phone Number _____ Alternate Contact Number _____

Property Maintenance Company or Person

Name of Maintenance Company _____

Name of Contact Person for Maintenance Issues _____

Address of Maintenance Company or Person _____

Additional Address _____ City/State Zip Code _____

Phone Number _____ Fax Number _____

Contact Person Phone Number _____ Alternate Contact Number _____

Additional Contact Numbers _____

Please be advised that Article VI, Environment Ch 30 Section 151 – 165 of the City of Florida City Code of Ordinances, requires that if a property is vacant or shows evidence of vacancy it shall be considered abandoned and the mortgagee shall register the property with the Code Enforcement Department of the City of Florida City.

A copy of the registration and maintenance ordinance is located on the back side of this form

A complete copy of this ordinance is available from the available from the City of Florida City Clerk's Office.

Registration Procedure Information

There is a registration fee of \$150.00, made payable in US Currency. The check or money order should be made out to: The City of Florida City. This Application along with the required \$150.00 registration fee should be mailed or delivered to:

**City of Florida City
Code Enforcement Department
404 West Palm Drive Bldg # 3
Florida City, FL 33034**

For any questions or information regarding this process or Code Compliance issues, please contact us at: (305) 242-8102

Fax: (305) 242-8114

Email: www.code-enf@floridacityfl.gov

For City of Florida City Use Only

Fee Paid: _____ Date: _____
Check # _____ .. Money Order # _____

**Article VI, Environment, Chapter 30 Sections 154 – 156
of the City of Florida City Code of Ordinances
(NOT REQUIRED TO RETURN WITH APPLICATION)**

Sec. 30-155. Registration of abandoned and vacant real property.

(a) Upon default by the mortgagor, any mortgagee holding a mortgage on residential real property located within the areas of Florida City shall perform an inspection of the property that is the security for the mortgage prior to the issuance of a notice of default. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the mortgagee shall, within ten (10) days of the inspection, register the property with the Division on forms provided by the Division.

(b) If the property is occupied but remains in default, it shall be inspected by the mortgagee, or designee, monthly until: (1) the mortgagor or other party remedies the default; or (2) it is found to be vacant or shows evidence of vacancy at which time it is deemed abandoned and the mortgagee shall, within ten (10) days of the inspection, register the property with the Division on forms provided by the Division.

(c) Registration pursuant to this article shall contain the name of the mortgagee, the direct mailing address of the mortgagee, a direct contact name and telephone number of the mortgagee, a facsimile number and/or email address for the mortgagee, and, in the case of a corporation or out-of-area mortgagee, the local property management company responsible for the maintenance and security of the property.

(d) A nonrefundable annual registration fee in the amount of One Hundred Fifty Dollars (\$150) per property shall accompany the registration form(s) pursuant to this article. The annual registration fee shall correspond to the fiscal year of the City and the renewal of the registration, along with the payment of the annual fee, shall be completed prior to October 1st of any year. The renewal of the registration, with its accompanying fee, shall be the responsibility of the mortgagee and a failure to do so in a timely manner shall subject the mortgagee to code enforcement action.

(e) The provisions of this article shall also apply to properties that have been the subject of foreclosure sale, where the title was transferred to the mortgagee/beneficiary of a mortgage involved in the foreclosure, and to any properties transferred under a deed in lieu of foreclosure/sale.

(f) Properties subject to the provisions of this article shall remain under the annual registration requirement, maintenance requirements, and security requirements of this article as long as the property remains vacant.

(g) Any person, persons, or entity that has registered a property under this article must report to the Division any change of required information contained in the registration form(s) within ten (10) days of change

Sec. 30-156. Maintenance requirements.

(a) Properties subject to the provisions of this article shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, State, or local law, discarded personal items including, but not limited to, furniture, clothing, large and small appliances, printed materials, or any other items that give the appearance that the property is abandoned.

(b) The property shall be maintained free of chipped and/or faded paint, graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.

(c) Front, side, and rear yard landscaping shall be maintained in accordance with the City's regulations and standards at the time registration was required. Landscape shall include, but not be limited to, grass, ground covers, bushes, shrubs, hedges, or similar plantings, decorative rock, bark, or artificial turf/sod designed specifically for residential installation. Landscape shall not include weeds, gravel, broken concrete, asphalt, or similar material. Maintenance shall

include, but not be limited to, watering, irrigation, cutting, pruning, and mowing of required landscape and removal of all landscape trimmings, garbage, debris, and other derelict property or material found on the property.

(d) Pools and spas shall be maintained so that the water remains free and clear of pollutants and debris, and free of mosquito breeding or vermin infestation. Pools and spas shall comply with the enclosure requirements of the Florida Building Code, as they may be amended from time to time.

(e) In the event that the National Weather Service, National Hurricane Center, or other appropriate weather agency declares a hurricane warning for any portion of Florida City, all materials, furnishings, and equipment at the property shall be secured, stored, or removed so as to not create a safety hazard due to hurricane force winds, at the owner's expense.

(f) Failure of the mortgagee and/or property owner of record to properly maintain the property shall constitute a violation of this chapter.

Sec. 30-157. Security requirements.

(a) Properties subject to the provisions of this article shall be maintained in a secure manner so as to not be accessible to unauthorized persons.

(b) A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates, and any other openings of such size that may allow a child to access the interior of the property and/or structure. Broken windows shall be secured by replacement, reglazing, or boarding of the windows so as to meet all applicable laws, codes, and regulations.

(c) If the owner of the property is a corporation, partnership, and/or out-of-area mortgagee, a local property management company shall be contracted by the owner to perform bi-weekly inspections to verify compliance with the requirements of this article, and any other applicable laws.

(d) Properties subject to the provisions of this article shall be posted with the name, address, and 24-hour contact phone number of the local property management company. The posted sign shall be no less than eighteen (18) inches by twenty-four (24) inches, and shall be of a font that is legible from a distance of forty-five (45) feet. The posting shall contain the applicable contact information, along with the name, address, and 24-hour phone number, the following language:

**THIS PROPERTY IS MANAGED BY ...
TO REPORT PROBLEMS OR CONCERNS ...**

All written information thereupon shall be clear, legible, and updated as required. The posted sign shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street; secured to the exterior of the building/structure facing the street to the front of the property so it is visible from the street; or, if no such area exists, on a stake of sufficient size to support the posting in a location that is visible from the street to the front of the property. Exterior postings shall be constructed of and printed with weather-resistant materials.

(e) The local property management company shall inspect the property on a bi-weekly basis to ensure that the property is in compliance with this article and shall keep a log of the inspection results. Upon request of the Division, the local property management company shall provide a copy of the inspection log to the Division.