



ABANDONED REAL PROPERTY REGISTRATION FORM

PLANNING DIVISION
COMMUNITY DEVELOPMENT DEPARTMENT
5111 BENITO STREET, P.O. BOX 2308, MONTCLAIR, CA 91763
(909) 625-9477
www.cityofmontclair.org

Pursuant to Chapter 10.46 of the Montclair Municipal Code, any beneficiary or trustee holding a deed of trust on any abandoned vacant real property shall register said property with the City and pay an annual registration fee as set by City Council Resolution. Said registration and fee shall be valid for one year and shall be subject to renewal on each subsequent anniversary date.

Registered Property Address _____

Montclair ZIP Code _____ *New Registration* *Annual Renewal*

Assessor's Parcel Number _____

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

PROPERTY CONTACT INFORMATION (No P.O. Boxes)

Lender/Lienholder	Beneficiary	Trustee
Name _____	Name _____	Name _____
Address _____	Address _____	Address _____
Phone (____) _____	Phone (____) _____	Phone (____) _____

A separate "Statement of Intent" shall accompany this application that provides the following information:

- The expected period of vacancy;
- A detailed plan for the regular maintenance of the real property during the period of vacancy; and
- A timetable for the lawful re-occupancy of the real property or for the rehabilitation or demolition of the structures thereon.

Pursuant to Section 10.46.090 of the Montclair Municipal Code, "Responsible parties for any property subject to registration pursuant to this Chapter shall retain the services of a local property management company that shall be responsible for the security, maintenance, and marketing of the real property." (For the purpose of this Chapter, "local" is defined as meaning within 40 driving miles of the subject property.)

Property Management Co. _____ City Business License # _____

Direct Contact _____ 24-Hour Phone (____) _____

Property Management Co. Local Mailing Address _____

The undersigned states, under penalty of perjury, that he/she has read and understands the requirements of Chapter 10.46 MMC and that the information contained in this registration form and any attachments hereto is true and accurate.

Print Name _____ Title/Relation to Property _____

Signature _____ Date: _____

Approved by: _____ Date: _____

Permit No. _____

This permit shall be subject to renewal on an annual basis on the anniversary date of the approval listed above. Any property subject to registration pursuant to Chapter 10.46 MMC in excess of 180 calendar days shall obtain a "Certificate of Code Compliance" pursuant to Section 10.46.110 of said Chapter prior to reoccupation of said property.

CASHIER VALIDATION