



City of Palm Coast  
 160 Lake Avenue  
 Palm Coast, FL 32164

<b>INTERNAL USE ONLY</b>
Date Registration Form received _____

## REGISTRATION OF ABANDONED REAL PROPERTY

Chapter \_\_\_\_, Palm Coast Code of Ordinances, requires that owners/mortgagees of real property shall perform an inspection of the property. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the owner/mortgagee shall register the property with the City of Palm Coast Code Enforcement. An annual registration is required for each vacant property. The annual registration fee is \$150.00 per property (refer to the Palm Coast Municipal code Chapter 17 Sections \_\_\_\_\_ for detailed information.)

PROPERTY INFORMATION <i>(Please print or type)</i>	NEW	RENEWAL
--	-----	---------

PROPERTY ADDRESS: _____				
St. #	Street		Zip Code	
PARCEL NUMBER: _____ (ex 07-11-31-7008-00510-0010)				
OWNER/MORTGAGEE NAME: _____				
ADDRESS*: _____				
St.#	Street	City	State	Zip Code
<i>*Owner/Mortgagee address is where notices will be sent.</i>				
TELEPHONE: _____		FACSIMILE: _____		EMAIL: _____
OWNER/MORTGAGEE CONTACT PERSON: _____			CELL PHONE: _____	
TELEPHONE: _____		FACSIMILE: _____		EMAIL: _____
LOCAL CONTACT AND/OR MAINTENANCE COMPANY NAME: _____				
ADDRESS: _____				
St. #	Street	City	State	Zip Code
TELEPHONE: _____		FACSIMILE: _____		EMAIL: _____
24 HOUR/EMERGENCY CONTACT NAME: _____			CELL PHONE: _____	
ADDRESS: _____				
St. #	Street	City	State	Zip Code
TELEPHONE: _____		FACSIMILE: _____		EMAIL: _____
FORECLOSURE ATTORNEY NAME: _____			CELL PHONE: _____	
ADDRESS: _____				
St. #	Street	City	State	Zip Code
TELEPHONE: _____		FACSIMILE: _____		EMAIL: _____
RECORDATION INFORMATION FOR LIS PENDENS: _____				
	Book	Page	Recording Date	
DATE OF INITIAL INSPECTION: _____				

**REGISTRATION OF ABANDONED REAL PROPERTY (continued)**

It is the purpose and intent of the City to establish a process to address the amount of abandoned real property located within the City. It is the City's further intent to specifically establish an abandoned residential property program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties [Chapter 17 Section \_\_\_\_\_]

1. [Section \_\_\_\_\_] Registration of Abandoned Real Property: Any owner of residential vacant property, or owner of any property that has suffered damage or destruction from a fire, flood, storm, or similar event that rendered the building incapable of being occupied, or any Mortgagee who holds a mortgage on real property must perform an inspection on the property. If the property is found to be vacant or shows signs of vacancy, it will be considered abandoned and the owner/mortgagee must register the property with the City of Palm Coast Code Enforcement. **An annual registration form is required for each vacant property.**
  
2. The owner, operator, or other person in control of a vacant building, or an authorized agent, must be able to arrive at the premises within one hour after a contact person named under this section is notified by the City or emergency response personnel that an emergency condition has occurred on the premises. Any person or corporation that has registered must report any change of information to the City of Palm Coast Code Enforcement within ten (10) days of the change.
  
3. [Section \_\_\_\_\_] Maintenance and Security Requirements. Properties shall be maintained and secured in accordance with the City of Palm Coast Municipal Code.

REGISTRATION FORM COMPLETED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Print Name)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, the undersigned Notary Public in and for the State of \_\_\_\_\_, on this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_  
(Print Name), \_\_\_\_\_ (Print Title) \_\_\_\_\_

WITNESS my hand  
and official seal

Notary Public, State of \_\_\_\_\_

Signature: \_\_\_\_\_

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

Printed, typed or stamped name of Notary Public  
exactly as commissioned  
Personally know to me, or  
Produced identification:

\_\_\_\_\_  
(type of identification produced)

**INTERNAL USE ONLY**

Annual Registration Fee \$150.00 per property paid \_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_  
(date) (method of payment) (check# if applicable)