# 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.)

<table>
<thead>
<tr>
<th>PROPERTY INFORMATION (Please print or type)</th>
<th>NEW</th>
<th>RENEWAL</th>
</tr>
</thead>
</table>

## 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

*Owner/Mortgagee address is where notices will be sent.

## TELEPHONE:

- PHONE:
- FAX:
- EMAIL:

## OWNER/MORTGAGEE CONTACT PERSON:

### CONTACT PERSON:

### ADDRESS:

- St. #
- Street
- City
- State
- Zip Code

## TELEPHONE:

- PHONE:
- FAX:
- EMAIL:

## LOCAL CONTACT AND/OR MAINTENANCE COMPANY NAME:

### ADDRESS:

- St. #
- Street
- City
- State
- Zip Code

## TELEPHONE:

- PHONE:
- FAX:
- EMAIL:

## 24 HOUR/EMERGENCY CONTACT NAME:

### CONTACT NAME:

### ADDRESS:

- St. #
- Street
- City
- State
- Zip Code

## TELEPHONE:

- PHONE:
- FAX:
- EMAIL:

## FORECLOSURE ATTORNEY NAME:

### ATTORNEY NAME:

### ADDRESS:

- St. #
- Street
- City
- State
- Zip Code

## TELEPHONE:

- PHONE:
- FAX:
- 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:_________________________________________

(Signature) (Print Name) 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___________________

(Please print notary 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)