



Transaction  
Code #0136

## DEVELOPMENT SERVICES DEPARTMENT

### REGISTRATION FORM FOR ABANDONED RESIDENTIAL PROPERTY

***ALL SPACES on the form must be completed. Failure to do so will result in an incomplete registration with the City.***

Please fill out the information requested below and deliver this form to the Public Services Building reception desk or mail to **Development Services Department, City of Chula Vista, 276 Fourth Ave., MS•B200, Chula Vista, CA 91910.**

Registered Residence Address: \_\_\_\_\_

Assessor Parcel #: \_\_\_\_\_

Notice of Default Recordation # \_\_\_\_\_ (Please attach copy to this form)

MIN # \_\_\_\_\_ (No Registration Fee required if registered with MERS)

Bank/Lender/Lien Holder: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Lender/Lien Holder Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

Property Manager: \_\_\_\_\_ Business license # \_\_\_\_\_

Contact: \_\_\_\_\_ 24 Hour Phone #: (\_\_\_\_) \_\_\_\_\_

Email Address: \_\_\_\_\_

Property Management Company Mailing Address:  
\_\_\_\_\_  
\_\_\_\_\_

**Initial Fee of \$70.00** Please check one:  New Registration  Updated Registration (No Fee Required)

An initial registration fee shall accompany this registration form. The registration shall be valid for as long as the registered property remains subject to this ordinance. Any changes to the information required on the registration shall be reported to Code Enforcement in writing within 10 days of the change. The city is not responsible to verify the accuracy of the information provided.

Initiated By: \_\_\_\_\_  
Print Name Signature Date

\_\_\_\_\_  
Company Name and Address

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS!**  
**(Back of Registration Form for Abandoned Residential Property)**

City of Chula Vista Municipal Code, Chapter 1.41, ADMINISTRATIVE COMPLIANCE AND ENFORCEMENT PROCEDURES Section 1.41.010:

A. It is the purpose and intent of the city council to establish administrative procedures for obtaining prompt compliance in the correction of both major and minor violations of the Chula Vista Municipal Code and state law. Conditions in violation of the municipal code or state law which affect conditions upon or uses of real property within the city of Chula Vista are hereby designated nuisances. The procedures authorized or identified by this chapter are the following: notices of violation; administrative citations; administrative fines and penalties; cease and desist orders; abatement of nuisances; recordation of notices of violation; authorization to charge reinspection fees; cost recovery for costs of enforcement; confirmation of costs; and recordation of liens and assessments for cost recovery.

City of Chula Vista Municipal Code, Chapter 15.60, ABANDONED RESIDENTIAL PROPERTY REGISTRATION Section 15.60.010:

It is the purpose and intent of the Chula Vista City Council, through the adoption of this Chapter, to establish an abandoned residential property registration program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

**Owner Responsibility under CVMC 15.60:**

- Within ten (10) days of the purchase and/or transfer of a loan/deed of trust secured by residential property the new beneficiary/trustee shall record, with the San Diego County Recorders Office, an Assignment of Rents. [CVMC 15.60.030]
- If the property is vacant or abandoned, the beneficiary/trustee shall register the property with the City using this form within ten days of transfer, vacancy or subsequent vacancy. [CVMC 15.60.040]
- Report to the City any change of address and change of contact information within ten days of said change. [CVMC 15.60.040]
- Maintain the property on a weekly basis. [CVMC 15.60.050 and 15.60.060]
- Secure the property. [CVMC 15.60.060]
- Post the property with the property manager's name, address and 24-hour contact phone number. [CVMC 15.60.060]

A copy of this or any municipal code of the City of Chula Vista may be downloaded at

[http://www.chulavistaca.gov/City\\_Services/Administrative\\_Services/City\\_Clerk/Records/municipal\\_code.asp](http://www.chulavistaca.gov/City_Services/Administrative_Services/City_Clerk/Records/municipal_code.asp)