



# Community Development Department

## Building Construction Division

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*"To exceed expectations in the delivery of public services"*

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

### VACANT PROPERTY REGISTRATION PROGRAM FORM

All properties meeting the criteria of **abandoned & vacant** located within Charlotte County must be registered annually in the Abandoned & Vacant Property Program. Failure to comply with the requirements of this program shall be a violation of County Code and subject to enforcement action in accordance to Chapter 162, Florida Statutes or Section 1-1-15 Charlotte County Code.

**Any work performed on a vacant or abandoned property must be properly permitted as required by Section 3-2-27, Charlotte County Ordinance and a licensed contractor(s) must be hired to do the work.**

Who is required to register?

- 1) Any owner who has abandoned or intends to abandon real property shall immediately register the property with the County. Registration fees will be waived for single family homeowners who resided in the home until the property was vacated for the first year of registration.
- 2) Upon the filing of a Notice of Lis Pendens or an action to foreclose upon a mortgage or other similar instrument of debt, the holder of said mortgage or other debt instrument shall immediately register the property with the County.

**Fee: \$150.00 First Year Registration (not prorated - renewal is due every 12 months on the original registration date)**

- \$250.00** buildings that have been vacant two years
- \$500.00** buildings that have been vacant three years
- \$1000.00** buildings that have been vacant four years
- \$2000.00** buildings that have been vacant five years
- \$4000.00** buildings that have been vacant six or more years

Address: \_\_\_\_\_  
Number & Street Name City/Town Zipcode

Is property:  Commercial  Residential Parcel ID No. \_\_\_\_\_ Section \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Name of property owner: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Mortgagee Information: Name of Contact Person \_\_\_\_\_

Name of Mortgage Company \_\_\_\_\_

Address \_\_\_\_\_  
Number & Street Name City/Town Zipcode

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**RESPONSIBLE PARTY INFORMATION**

The responsible party is: 1. The Owner of a vacant parcel of real property; OR 2. The holder of the mortgage of the owner, deed of trust or similar instrument encumbering the real property during any time when an Owner of the real property is in default under the terms of that mortgage; OR 3. Both the Owner and the Mortgagee.

The Responsible party may designate a property management or maintenance company to perform the required maintenance of the real property on the behalf of the responsible party.

Who is the Responsible Party? Please check one.  Owner  Mortgagee  Property Manager

If the Responsible Party is the owner -  
 Have you been living in the house for one year prior to the registration of the property?  Yes  No

Name \_\_\_\_\_  
(If different from above owner/mortgagee information)

Telephone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_