



CITY OF COCONUT CREEK

Abandoned Real Property Registration Form

The purpose and intent of the City is to establish a process to address abandoned properties located within the City. Specifically, to establish an abandoned property program to protect neighborhoods from blight through lack of maintenance and security.

1. Any mortgagee holding a mortgage on real property within the City shall perform an inspection of the property that is the security for the mortgage, upon default by the mortgagor, prior to the issuance of a Notice of Default. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the mortgagee shall, within ten (10) days of the inspection, register the property with the Code Compliance Division. An annual registration form is required for each vacant property.
2. If the property is occupied but remains in default, it shall be inspected by the mortgagee or his designee monthly until:
 - a. The mortgagor or other party remedies the default; or
 - b. It is found to be vacant or shows evidence of vacancy
3. Properties shall be maintained and secured in accordance with Code of Ordinances, 6-39(j) and 6-39(k).

All violations of City of Coconut Creek Code of Ordinances Chapter 6-39 may be subject to the minimum penalty of \$50 per day for the first offense. Subsequent violations may be subject up to a penalty of \$500 per day.

PROPERTY INFORMATION			
Property Address			
Property ID / Parcel #			
Legal Description			
Recordation Information for Lis Pendens (Official Record Book & Page of recorded data)		Date of Initial Inspection	

MORTGAGEE				
Company			Contact	
Address				
Phone	Fax		Email	

LOCAL CONTACT / MAINTENANCE COMPANY				
Company			Contact	
Address				
Phone	Fax		Email	

24 HOUR EMERGENCY CONTACT				
Company			Contact	
Address				
Phone	Fax		Email	

FORECLOSURE ATTORNEY				
Company			Contact	
Address				
Phone	Fax		Email	
Signature	Print		Date	

