



CITY OF MADERA
NEIGHBORHOOD REVITALIZATION

For Office Use Only
Date Rec'd _____
Rec'd by _____

Registration Form for Abandoned/Vacant/Foreclosed Properties

Please fill out the information requested below and deliver this form to City of Madera Neighborhood Revitalization Department either in person or mail to 330 South C Street, Madera, CA 93638.

Registered Residence Address: _____

Assessor Parcel Number: _____

Notice of Default Recordation # _____ (Attach copy to this form)

Beneficiary: _____

Contact: _____ Phone: _____

Alternate Contact Phone: _____

Mailing Address: _____ Apt./Suite: _____

City: _____ State: _____ Zip: _____

Property Manager: _____ Business License #: _____

Contact: _____ Phone: _____

Alternate Contact Phone: _____

Mailing Address: _____ Apt./Suite: _____

City: _____ State: _____ Zip: _____

Standard Annual Fee of \$75 Please Check One: ☐ New Registration ☐ Renewal Registration

Please make all payments by check or money order. Include the address of the property you are registering on your check or money order.

An **Annual registration fee** shall accompany this registration form. The fee and registration are valid for (1) year from the date of registration. You are required to renew your registration every year that your property is abandoned. Registration fees will not be prorated. You will be notified when your registration has expired or when renewal is required.

Initiated By:

Print Name

Signature

Date

Company Name, Address, Phone Number

City of Madera Neighborhood Revitalization Department, 330 South C Street, Madera, California 93638

The goal of our department is to improve the overall condition of properties within the City of Madera; to preserve property values in our community; and to create a safe and aesthetically pleasing place for residents to live, work and shop. It is also the objective of the City to obtain compliance of its municipal codes through education, assistance and the fair and consistent enforcement of its laws.

It is the intent of the City of Madera, through the adoption of this chapter, to establish a mechanism to protect residential neighborhoods from becoming blighted through the lack of maintenance and security of abandoned, vacant and foreclosed properties; to establish a property registration program and to set forth guidelines for the maintenance of abandoned, vacant and foreclosed properties.

We thank you in advance for your cooperation. If you have any question or concerns, please contact City of Madera Neighborhood Revitalization Department at (559) 661-5114.

Responsibility of Property Owner and Managers

- ☐ Within ten (10) days of a property transaction involving a change of identity of an owner or the owner of record, or upon transfer or assignment of a loan or deed of trust, a recordation must be recorded with the Madera County Recorders Office. This recordation must include the identity, mailing address and telephone number of the trustee and beneficiary responsible for receiving payments associated with the loan or deed of trust.
- ☐ Prior to the recording of a Notice of Default or similar instrument, the trustee or beneficiary must perform an inspection. If the property is vacant, the property is deemed to be abandoned.
- ☐ Within ten (10) days of identifying an abandoned property, the trustee or beneficiary must register the property with the City of Madera Finance Department on specified forms.
- ☐ Any change of information contained on the original registration form must be reported to the City of Madera Finance Department within ten (10) days.
- ☐ All properties must comply with the maintenance and security requirements as outlined in Chapter 9-11.05 & .06 MMC
- ☐ The property must be kept free of all weeds, dry brush, trash, junk and other items that give the appearance that the property is abandoned.
- ☐ The property must be kept free of all graffiti, tagging and other markings. Any removal or painting over of graffiti shall be with an exterior grade paint that matches the color of the exterior of the structure.
- ☐ Visible front and side yards shall be landscaped and maintained to the neighborhood standard.
- ☐ Pools and spas shall be kept in working order so that water remains clear and free of pollutants and debris, or must be drained. Pools and spas must comply with the minimum security fencing requirements of the State of California.
- ☐ All properties must be secured in a manner so that they are not accessible to unauthorized persons.
- ☐ A local property management company shall be contracted to perform weekly inspections to verify that the requirements of this ordinance, and any other applicable laws, are being met.
- ☐ The property shall be posted with the name and 24-hour contact phone number of the local property management company. The posting shall be no less than 18" x 24", shall be of a font that is legible from a distance of forty-five (45) feet, and shall contain the following verbiage: **"THIS PROPERTY MANAGED BY _____,"** and **"TO REPORT PROBLEMS OR CONCERNS CALL (name and phone number)"**. If no response within 48 hours, contact **City of Madera, Code Enforcement at (559) 661-5114.**

A copy of this or any municipal code of the City of Madera may be downloaded at: http://www.amlegal.com/madera_ca/