



Vacant/Abandoned Property Registration Form

Property Information

(Please print or type. All spaces must be completed.)

Property Address City, State Zip Code

Brief Description of Property's Legal Status
(Foreclosure, Short Sale Pending, Lis Pendens, etc.)

Date (Mo./Day/Yr.)

Property Legal Description (Subdivision, Lot, Block, etc.)

Mortgage Company Information

Name of Mortgage Company/Bank Name

Mailing Address Apt./Suite #

Additional Address City/State Zip Code

Phone Number Fax Number

Contact Person Phone Number Alternate Contact Number

Property Maintenance Company or Person

Name of Maintenance Company

Name of Contact Person for Maintenance Issues

Address of Maintenance Company or Person

Additional Address City/State Zip Code

Phone Number Fax Number

Contact Person Phone Number Alternate Contact Number

Additional Contact Numbers

Please be advised that Appendix A, Zoning, Section 40.16 of the City of Margate Code of Ordinances, requires that if a property is vacant or shows evidence of vacancy it shall be considered abandoned and the mortgagee shall register the property with the Code Compliance Unit of the Margate Police Department.

A copy of the registration and maintenance ordinance is located on the back side of this form.

A complete copy of this ordinance is available from the Margate City Clerk's Office or at www.municode.com.

Registration Procedure Information

There is a registration fee of \$50.00, made payable in US Currency. The check or money order should be made out to: The City of Margate. This Application along with the required \$50.00 registration fee should be mailed or delivered to:

**City of Margate
Code Compliance Unit
Attn: Property Registration
1827 Banks Road
Margate, FL 33063**

For any questions or information regarding this process or Code Compliance issues, please contact us at:

(954) 972-1232 Fax: (954) 972-1260
Email: codecompliance@margatefl.com

For City of Margate Use Only

Fee Paid: _____ Date: _____

Check # _____ Money Order # _____

Appendix A, Zoning, Section 40.16 of the City of Margate Code of Ordinances

SECTION 40.16, ENTITLED "ABANDONED REAL AND PERSONAL PROPERTY"

(9) Registration of Abandoned Real Property

(a) Any mortgagee who holds a mortgage on real property located 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 Unit of the Police Department of the City of Margate, or his or her designee, on forms provided by the City.

(b) If the property is occupied but remains in default, it shall be inspected by the mortgagee or his designee monthly until (1) the mortgagor or other party remedies the default, or (2) it is found to be vacant or shows evidence of vacancy at which time it is deemed abandoned, and the mortgagee shall, within ten (10) days of that inspection, register the property with the Code Compliance Unit of the Police Department of the City of Margate, or his or her designee, on forms provided by the City.

(c) Registration pursuant to this section shall contain the name of the mortgagee, the direct mailing address of the mortgagee, a direct contact name and telephone number of mortgagee and, in the case of a corporation or out-of-area mortgagee, the local property management company responsible for the security and maintenance of the property.

(d) An annual registration fee in the amount of fifty dollars (\$50.00) shall accompany the registration form. Fees shall be tendered in U.S. dollars.

(e) This section shall also apply to properties that have been the subject to a foreclosure sale where the title was transferred to the beneficiary of a mortgage involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale.

(f) Properties subject to this section shall remain under the annual registration requirement, security and maintenance standards of this section as long as they remain vacant.

(g) Any person or corporation that has registered a property under this section must report any change of information contained in the registration within ten (10) days of the change. Changes shall be reported in writing to the code compliance unit of the police department of the City of Margate.

(10) Maintenance Requirements.

(a) Properties subject to this article shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law, discarded personal items including, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.

(b) The property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.

(c) Visible front, side and rear yards shall be landscaped and maintained to the neighborhood standard at the time registration was required. All rear yards shall be maintained such that they do not attract wildlife such as rats, raccoons, stray cats, etc.

(d) Landscape shall include, but not be limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. Landscape shall not include weeds, gravel, broken concrete, asphalt or similar material.

(e) Maintenance shall include, but not be limited to, watering, irrigation, cutting, and mowing of required landscape and removal of all trimmings.

(f) Pools and spas shall be kept in working order so the water remains free and clear of pollutants and debris. Pools and spas shall comply with the enclosure requirements of the City Code of Ordinances and Florida Building Code, as amended from time to time.

(g) Failure of the mortgagee and/or property owner of record to properly maintain the property may result in a violation of the City Code and citation by the City's Police Department and/or Code Compliance Unit. Pursuant to a finding and determination by the Special Magistrate, the City may take the necessary action to ensure compliance with this section.

(11) Security Requirements

(a) Properties subject to this section shall be maintained in a secure manner so as not to be accessible to unauthorized persons.

(b) A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child to access the interior of the property and/or structure. Broken windows shall be secured by reglazing.

(c) If the property is owned by a corporation and/or out-of-area mortgagee, a local property manager or management company shall be contracted to perform monthly inspections to verify compliance with the requirements of this section, and any other applicable laws.

(d) The local property management company shall inspect the property on a monthly basis to ensure that the property is in compliance with this chapter and keep a log of same. Said log shall be produced to the City of Margate upon request.

(e) Failure of the mortgagee and/or property owner of record to properly maintain the property may result in a violation of the City Code and citation by the City's Police Department and/or Code Compliance Unit pursuant to a finding and determination by the Special Magistrate, the City may take the necessary action to ensure compliance with this section.