



TOWN OF PALM BEACH
360 South County Road
Palm Beach, FL 33480

REGISTRATION OF ABANDONED REAL PROPERTY

Section 42-358 of the Town of Palm Beach Code of Ordinances, requires that mortgagees of real property improved with a residential building shall perform an inspection of the property that is the security for the mortgage, upon the issuance of Notice of Default and the expiration of any cure period. 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 Director of the Planning, Zoning and Building Department of the Town of Palm Beach. An annual registration is required for each vacant property or dwelling unit within a multifamily dwelling. The annual registration fee is \$150.00 per property. (Refer to the Town of Palm Beach Municipal code Chapter 42, Article VIII for detailed information.)

PROPERTY INFORMATION: *(Please print or type)*

PROPERTY ADDRESS: _____
Street Zip Code

LEGAL DESCRIPTION: _____

PROPERTY CONTROL NUMBER _____

MORTGAGEE NAME: _____

DIRECT MAILING ADDRESS: _____
Street Zip Code

**Mortgagee address is where notices will be sent.*

TELEPHONE: _____ FACSIMILE: _____ E-MAIL _____

MORTGAGEE CONTACT PERSON: _____ CELL PHONE: _____

TELEPHONE: _____ FACSIMILE: _____ E-MAIL: _____

LOCAL CONTACT AND/OR MAINTENANCE COMPANY NAME: _____

ADDRESS: _____
Street City State Zip Code

TELEPHONE: _____ FACSIMILE: _____ E-MAIL _____

24-HOUR EMERGENCY CONTACT NAME: _____ CELL PHONE: _____

ADDRESS: _____
Street City State Zip Code

TELEPHONE: _____ FACSIMILE: _____ E-MAIL _____

FORCLOSURE ATTORNEY NAME: _____

ADDRESS: _____
Street City State Zip Code

TELEPHONE: _____ FACSIMILE: _____ E-MAIL _____

RECORDATION INFORMATION FOR LIS PENDENS: _____

Official Record Book and Page and Recording Date

DATE OF INITIAL INSPECTION: _____

REGISTRATION OF ABANDONED REAL PROPERTY (continued)

It is the purpose and intent of the Town to establish a process to address abandoned residential real property located within the Town. It is the Town's further intent to specifically establish an abandoned residential property program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

1. [Sec. 42-358(a)] Registration of Abandoned Real Property: Any mortgagee who holds a mortgage on real property must perform an inspection on the property upon the issuance of a Notice of Default and the expiration of any cure period. If the property is found to be vacant or shows signs of vacancy, it will be considered abandoned and the mortgagee has ten (10) days from the inspection to register the property with the Town of Palm Beach Planning, Zoning & Building Department. *An annual registration form is required for each vacant property.*
2. [Sec. 42-358(b)] If the property is occupied but remains in default, it shall be inspected by the mortgagee monthly or if the property is vacant or shows signs of vacancy it shall be considered vacant and the property must be registered with the Town of Palm Beach. Any person or corporation that has registered must report any change of information to the Town of Palm Beach Planning, Zoning & Building Department within ten (10) days of the change.
3. [Sec. 42-359 and 42-360] Maintenance and Security Requirements. Properties shall be maintained and secured in accordance with the Town of Palm Beach Municipal Code.

All violations of Section 42 may be subject to the minimum penalty of \$250.00 for the first offense. Subsequent violations may be subject to a minimum penalty of \$500.00.

REGISTRATION FORM COMPLETED BY: _____ TITLE: _____
(Print Name)

SIGNATURE: _____ DATE: _____

State of _____ County of _____

The foregoing instrument was acknowledged before me, the undersigned Notary Public in and for the State of _____ on this, the _____ day of _____, 20____, by _____ (Print Name)
_____ (Print Title)

WITNESS my hand and official seal

Notary Public, State of _____

Printed, typed or stamped name of Notary Public exactly as commissioned
Personally known to me or
Produced Identification:

(Type of identification produced)

Please contact the Town of Palm Beach Planning, Zoning & Building Department at (561) 227-6401 or 360 South County Road, Palm Beach, FL 33408 with any questions regarding registration of abandoned real property.

INTERNAL USE ONLY		
Annual Registration Fee \$150.00 per property paid _____,	by _____,	
(date)	(method of payment)	(check # if applicable)