

## VACANT DISTRESSED PROPERTY REGISTRATION

Takoma Park Code Chapter 6.38 *Vacant Property Registration* requires the annual registration of all vacant residential, commercial, multi-family, industrial and institutional properties and structures. Prior to filing a complaint of foreclosure or notice of default or accepting a deed in lieu of foreclosure for any property, the party responsible for the action is required to inspect the property. If the property is vacant or shows evidence of vacancy, the property must be registered as a **VACANT DISTRESSED PROPERTY** within 30 days of the determination. The property must be secured and inspected by the responsible party or their designee on a monthly basis to ensure that it is secured and appropriately maintained. Property registrations must be renewed on annual basis by July of any given year.

LICENSE INFORMATION				
Street Address of Property				Registration Number
REASON FOR VACANCY				
OWNER INFORMATION				
Legal Owner(s)				
Type of Ownership (Please check one)	Individual	Trust / Estate	Gen Partnership	Corporation
Mailing Address <i>P.O Boxes will not be accepted</i>				
Telephone	(    )	Cell Phone	(    )	
Email Address				
RESPONSIBLE PARTY				
<p>City Code requires for the purposes of this registration, the identification of a responsible party for all vacant distressed properties. A Responsible Party is defined as the beneficiary pursuing foreclosure of a vacant distressed property that is secured by a mortgage, deed of trust, or similar instrument or a property that has been acquired by the lender or beneficiary of a deed of trust involved in the foreclosure. The Responsible Party may also include a mortgage servicer, property preservation company or property management company responsible for the security and maintenance of the property. <i>(Takoma Park Code Chapter 6.38.050(B))</i></p>				
Name of Responsible Party				
Direct Contact Name				
Mailing Address <i>P.O Boxes will not be accepted</i>				
Telephone (Days)	(    )	Cell Phone	(    )	
E-Mail Address				

**PROPERTY PRESERVATION**

The entity responsible for the care and control of the vacant property such as property management company, field service provider, property preservation or real estate owned (REO) section or department responsible for inspecting, securing, and maintaining the property. *(Takoma Park Code Section 6.38.050B(3))*

Name of Agent			
Mailing Address <i>P.O Boxes will not be accepted</i>			
Telephone (Days)	(      )	Cell Phone	(      )
E-Mail Address			

**REGISTRATION FEE**

An annual registration fee of \$200.00 is due July 1 of each year. The fee, payable to the City of Takoma Park, is non-refundable and will not be prorated in the event a registration fee is paid for a partial year. A late fee of 2% for each month or portion of a month will be charged. Unpaid registration fees may be placed as a lien on the property and collected in the same manner as taxes are collected. *(Takoma Park Code Chapter 6.38.080)*

**POSTING OF NOTICES**

The name and 24-hour contact telephone number of the owner, owner's agent or responsible party, including any local property management company must be posted on the property. The notice must be placed on the interior of a front facing window or secured to the exterior of the front door or the building, and visible from the street. If no such area exists, the notice may be posted in a location that is visible from the street at the front of the property. Notices cannot be illuminated or exceed 8½ by 14 inches in size. Exterior postings must weather resistant. Inspections must be conducted on at least a monthly basis to ensure that the property remains in compliance with the City's posting requirements. *(Takoma Park Code Chapter 6.38.110)*

**REMOVAL FROM THE VACANT DISTRESSED PROPERTY REGISTRY**

In the event a vacant building becomes occupied at any time after its registration, the responsible party or owner is required to file an amended registration form requesting removal from the registry within 15 days of occupancy and provide corroborating documentation. The City will such building from the registry within 30 days of the filing of the amended registration form unless a determination is made that there is evidence of vacancy and reason to believe that the building is remains vacant and subject to registration. *(Takoma Park Code Chapter 6.38.090(B))*

**CERTIFICATION**

I hereby affirm that I am the owner of the above referenced property or am authorized to act on behalf of the owner; that the information contained herein is true and correct to the best of my knowledge; and that I am in compliance with all registration requirements set forth in *Takoma Park Code Chapter 6.38 - Vacant Property Registration*. I understand that in the event the property is no longer vacant or the information contained herein becomes invalid, I am required by law to submit a new registration form containing valid, current information to the City of Takoma Park within 15 days of the change. *(Takoma Park Code Chapter 6.38.090(A))*

Signature			
Name (Print)		Date	

City of Takoma Park, Maryland  
Housing and Community Development Department  
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