



# City of El Centro

## Vacant Property Registration and Renewal Form

### Vacant Property Information (Each vacant property requires a registration form)

Vacant Property Address: \_\_\_\_\_ Assessor's Parcel Number \_\_\_\_\_

Plan and schedule for maintenance/rehabilitation of property:

\_\_\_\_\_

\_\_\_\_\_

### Property Owner Information

*This form will not be accepted with only a P.O. Boxes address.*

Property Owner's Name(s): \_\_\_\_\_

Owner's Mailing Address: \_\_\_\_\_ *If address is a P.O. Box, also provide physical address.*

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Designated Agent/Property Manager/Contact Person, if any: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Lien Holder(s) or Others with Legal Interest in the Property, if any:

Name(s): \_\_\_\_\_ Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### Property Registration Fee

There is no fee for initial registration of a property. Annual renewal fees are due on January 1st of each following year.

New Registration: No Fee       Annual Renewal: \$50       Change of Information: No fee

Property Registration forms may be submitted by email to [codeenforcement@cityofelcentro.org](mailto:codeenforcement@cityofelcentro.org) or mailed to:

City of El Centro  
Community Development Department  
1275 W. Main Street  
El Centro, CA 92243  
(760) 337-4545

### Acknowledgment

**Acknowledgement of Responsibility:** *The undersigned owner/agent: 1) certifies that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing subject building in conformity with the City of El Centro Municipal Code and other applicable codes; and 3) acknowledges the responsibility to notify the City in writing within 30 days of any changes to information contained in this registration form. I understand that by providing incorrect information or failure to register, amend, and/or renew registration for a vacant residential building constitutes a failure to comply with the provisions set forth under the*

Owner or Agent: \_\_\_\_\_

(Please Print Name)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Any responsible party that fails to comply with the registration requirements may be subject to an administrative citation.*