



CITY OF PACIFIC GROVE  
Code Compliance Program

**ABANDONED PROPERTY REGISTRATION FORM**

<b>Address:</b> _____ <b>Single family</b> <input type="checkbox"/> <b>Multi family</b> <input type="checkbox"/> <b>Commercial</b> <input type="checkbox"/> <b>Assessor Parcel Number</b> <b>(APN):</b> _____	<b>Mail completed form to:</b>  <b>City of Pacific Grove</b> <b>300 Forest Avenue</b> <b>Pacific Grove, CA 93950</b>  <b>Contact staff: (831) 648-3116</b>
--	--

**Is this a**  **New**  **Renewal**  **Registration ?**  
**Please complete the following information:** **Loan Number:** \_\_\_\_\_  
**Notice of Default Date:** \_\_\_\_\_ **Document Number:** \_\_\_\_\_

**Bank/Lien holder**  
**Trustee/Beneficiary/Responsible Party:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Physical Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_ & (PO Box if applicable) \_\_\_\_\_  
**Daytime Telephone:** (\_\_\_\_) \_\_\_\_\_ or (\_\_\_\_) \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Local contact or Property Management Information or REO** (Responsible for security and maintenance of abandoned property)  
If applicable  
**Agency Name** \_\_\_\_\_ **Business License #** \_\_\_\_\_  
**Contact Name** \_\_\_\_\_ **24 hr local phone #** \_\_\_\_\_  
**Local Mailing Address (No PO Box)** \_\_\_\_\_  
**Email:** \_\_\_\_\_ **Cell phone #** \_\_\_\_\_  
**Signature** \_\_\_\_\_  
**Is property occupied?**  **No** or  **Yes**; If yes, **Name of occupant** \_\_\_\_\_  
**Does Property have a pool or spa?**  **Yes**  **No**

<b>Registration Fee Paid (\$116 per residence):</b> _____ <b>Check Number:</b> _____ <b>Date Paid:</b> _____ <b>Paid by (Name):</b> _____ <b>Registration Date:</b> _____	<b>Posting Notice Date:</b> _____ <b>Inspection Date:</b> _____ <b>Compliance Staff Initials:</b> _____
---	---

**Request a confidential credit card payment form and FAX both forms to: (831) 648-3184  
Call (831) 648-3116 for information.**

## **Back of Registration Form for Abandoned Property**

The goal of the Ordinance is to protect residential neighborhoods from blight, and to insure adequate maintenance and security of abandoned properties. The goal of the Code Compliance Program is to preserve the public peace, health and safety, and quality of life for Pacific Grove residents through education, assistance and fair and consistent enforcement of the City of Pacific Grove Municipal Code.

It is the intent of the City Council through the adoption of this Ordinance to establish a mechanism to protect neighborhoods and commercial districts from becoming blighted through the lack of adequate maintenance and security of abandoned properties. The Ordinance establishes a registration program and provides guidelines for the maintenance of abandoned properties.

We thank you in advance for your cooperation. If you have any questions or concerns, please contact the City of Pacific Grove Code Compliance Program at 831.648.3116. A copy of this and any other municipal code of the City of Pacific Grove can be found at [www.ci.pg.ca.us](http://www.ci.pg.ca.us).

### **Responsibility of Property Owner, Lien Holder, and Property Managers**

- Within 10 days of a recording of a Notice of Default with the Monterey County Recorder's Office, any Trustee holding a Deed of Trust to a property located in Pacific Grove shall inspect that property which is the security of the Deed of Trust. If the property is vacant or show evidence of vacancy than it is deemed abandoned and shall be registered within 10 days of the Trustee inspection. If the Trustee fails to act then the Beneficiary or Responsible Party must act to register the abandoned property.
- The Registration form must be completed and the fee paid and returned to the Code Compliance Program. Any change of information on the registration form must be reported to the Code Compliance Program.
- Registration authorizes the City employees to enter the property to ensure compliance with PGMC and this Ordinance.
- Registration shall be valid for one year; the registration shall be renewed prior to the expiration of the current registration. A property will be subject to registration as long as it remains abandoned.
- All registered properties are subject to the Maintenance and Security requirements established in Sections 11.101.40 and 11.101.050 of this Ordinance within 10 days of registration.
- Within 48 hours registration, the property shall be posted with a sign indicating the name and 24 hour telephone number for the Trustee/Beneficiary or property maintenance company responsible for the maintenance and security of the property. The sign shall read as follows: "This property is managed by [ ]. To report problems or concerns call [ ]." The sign shall be visible from the street from the street and shall be located at the front of the property. The sign shall be placed on the interior of a window, or placed on a stake in the front yard within 6' of the main structure. Exterior posting shall be constructed on and printed with weather resistant material.
- Failure to register, maintain or secure abandoned property in Pacific Grove will result in penalties assessed pursuant to Chapter 1.19 of the PGMC.



CITY OF PACIFIC GROVE  
FAX PAYMENT INFORMATION SHEET

Please provide the following information for our records. All information is kept confidential.

Business/Card holder name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ FAX : \_\_\_\_\_

Business License #: \_\_\_\_\_

The undersigned gives the City of Pacific Grove Code Compliance Program permission to accept a facsimile of my signature on a faxed registration form in lieu of my in-person signature. I hereby certify that I will comply with any and all declarations and agreements on the faxed registration form that bears my signature.

Authorized signature(s): Print name and sign

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name as it appears on credit card: \_\_\_\_\_

Credit Card Company: \_\_\_\_\_ Account #: \_\_\_\_\_

Credit Card Expiration Date: \_\_\_\_\_ Zip code of acct. holder: \_\_\_\_\_