



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 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.