



**CITY OF DEERFIELD BEACH**  
**Registration Form for Abandoned Real Property**

Please fill out the information requested below and remit this form to the City of Deerfield Beach either in person or mail to **City of Deerfield Beach, Attn. Code Enforcement, 150 NE 2<sup>nd</sup> Avenue Deerfield Beach, Florida 33441**. If you have any questions or concerns, please contact **954-480-4241**

Registered Residence Address:

Property Appraiser Parcel Number:

Notice of Default Recordation Number:

(Please attach copy to this form)

Trustee/Beneficiary:

Direct Contact:  Phone #

E-Mail address:

Direct Mailing Address:  City:  St:  Zip:

Property Management Co:

Direct Contact Person:  Phone #:

E-Mail address:

Mailing Address:  City:  St:  Zip:

Standard Annual Fee of \$150.00. Please Check One:    New Registration     Renewal

Make check payable to the City of Deerfield Beach.                      Check Number:

An annual registration fee shall accompany this registration form. The fee and registration is valid for one (1) year from the date of registration. You are required to renew your registration every year that your property is abandoned. You will not be notified when your registration has expired or when renewal is required.

Initiated by/Company Name:                       Date:

Address:                       Phone #:

Print Name:                       Signature:



## CITY OF DEERFIELD BEACH Abandoned Property Registration Instructions

It is the goal of the City of Deerfield Beach to maintain or improve the overall condition of properties within the city limits; to preserve property values in our community; and to create a safe and aesthetically pleasing place for residents to live, work and visit. The City has always maintained compliance of its municipal ordinances through education, assistance, and the fair and consistent application of its laws.

It is the intent of the City Commission, through the adoption of this chapter, to establish a mechanism to protect residential neighborhoods from becoming blighted through the lack of maintenance and security of abandoned properties; to establish an abandoned property registration program and to set forth 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 Broward Sheriff's Office, Deerfield Beach District, Code Enforcement Unit at (954) 480-4423.

### **Responsibility of Property Owner and Managers**

- Any mortgagee who holds a mortgage on real property located within the city shall perform an inspection of the property that is the security for the mortgage, upon default by the mortgagor, prior to the issuance of a Notice of Default.
- 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 City Manager's Office. On forms provided by the city. A registration is required for each vacant property as well as improved property.
- If the property is occupied but remains in default, it shall be inspected by the mortgagee or his designee monthly until (1) the mortgagor or other party remedies the default, or (2) it is found to be vacant or shows evidence of vacancy at which time it is deemed abandoned, and the mortgagee shall, within ten (10) days of that inspection, register the property with the City Manager's Office on forms provided by the City.
- Properties subject to this article shall remain under the annual registration requirement, security and maintenance standards of this section as long as they remain vacant.
- Any person or corporation that has registered a property under this article must report any change of information contained in the registration to the City Manager's Office, within ten (10) days of the change.
- Properties subject to this article shall be kept free of weeds, overgrown brush, dead vegetation, trash, junk, inoperative vehicles, building materials, any accumulation of newspapers, circulars, flyers, notices, except those required by federal, state, or local law, discarded personal items included, but not limited to, furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.
- The property shall be maintained free of graffiti or similar marking by removal or painting over with an exterior grade paint that matches the color of the exterior structure.
- Front, side, and rear yard landscaping shall be maintained in accordance with the City's standard at the time registration was required.
- The property shall be kept free of rodents and any other vermin that may cause a health or safety danger to the surrounding vicinity.
- Properties subject to this section shall be maintained in a secure manner so as not to be accessible to unauthorized persons.
- If the property is owned by a corporation and/or out of area mortgagee, a local property management company shall be contracted to perform bi-weekly inspections to verify the requirements of this section, and any other applicable laws are being met.
- The property shall be posted with the name and twenty-four (24) hour contact phone number of the local property management company. The posting shall be no less than an eight-inch by ten-inch sign and contain the following language: "THIS PROPERTY MANAGED BY: " and "TO REPORT PROBLEMS OR CONCERNS CALL:"

A copy of this or any other ordinance of the City of Deerfield Beach can be located at: [www.deerfield-beach.com](http://www.deerfield-beach.com) under the departments tab, click code enforcement.