



CITY OF CATHEDRAL CITY
CODE COMPLIANCE DIVISION

REGISTRATION FORM FOR ABANDONED PROPERTY

Please provide the information as requested below and submit this form to the Code Compliance Division, either by mail or in person at 68700 Avenida Lalo Guerrero, Cathedral City, CA 92234.

Property Address: Please Check If This Property Has A Pool Or Spa

Assessors Parcel #: Notice of Default Recordation #:

Trustee/Beneficiary:
Contact Name & Address:
Contact Phone: Alternate Phone:

Property Manager: Bus. Lic #:
Contact Name & Address:
Contact Phone: Alternate Phone:

Please Check One: New Registration Renewed Registration

A STANDARD ANNUAL FEE OF \$74 MUST ACCOMPANY THIS 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 the property is abandoned. You will not be notified when your registration has expired or when renewal is required.

Initiated By:

Print Name

Signature

Date Signed

(FOR CITY USE ONLY)

Date Rec'd: _____

Processed By: _____

The goal of our department is to improve the overall condition of properties within the City of Cathedral City; to preserve property values in our community; and to create a safe and aesthetically pleasing place for residents to live, work and shop. It is also the objective of the City to obtain compliance of its municipal codes through education, assistance, and the fair and consistent enforcement of its laws. It is the intent of the City Council, 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 Cathedral City Fire Department, Code Compliance Division, at (760) 770-0309.

Responsibility of Property Owner and Managers

- Within ten (10) days of a property transaction involving a change of identity of an owner or the owner of record, or upon transfer or assignment of a loan or deed of trust, a recordation must be recorded with the Riverside County Recorder's Office. This recordation must include the identity, mailing address and telephone number of the trustee and beneficiary responsible for receiving payments associated with the loan or deed of trust.
- Prior to the recording of a Notice of Default or similar instrument, the trustee or beneficiary must perform an inspection. If the property is vacant, the property is deemed to be abandoned.
- Within ten (10) days of identifying an abandoned property, the trustee or beneficiary must register the property with the Cathedral City Code Compliance Division on specified forms.
- Any change of information contained on the original registration form must be reported to the Cathedral City Code Compliance Division within ten (10) days.
- All properties must comply with the public nuisance requirements as outlined in Chapter 13.80 CCMC.
- The property must be kept free of all weeds, dry brush, trash, junk and other items that give the appearance that the property is abandoned.
- The property must be kept free of all graffiti, tagging and other markings. Any removal or painting over of graffiti shall be with an exterior grade paint that matches the color of the exterior of the structure.
- Visible front and side yards shall be landscaped and maintained to the neighborhood standard.
- Pools and spas shall be kept in working order so that water remains clear and free of pollutants and debris, or must be drained. Pools and spas must comply with the minimum security fencing requirements of the State of California.
- All properties must be secured in a manner so that they are not accessible to unauthorized persons.
- A local property management company shall be contracted to perform weekly inspections to verify that the requirements of this ordinance, and any other applicable laws, are being met.
- The property shall be posted with the name and 24hour contact phone number of the local property management company. The posting shall be no less than 18" X 24", shall be of a font that is legible from a distance of forty-five (45) feet, and shall contain the following verbiage: "THIS PROPERTY MANAGED BY____," and "TO REPORT PROBLEMS OR CONCERNS CALL (name and phone number)".
- If there is no response within 48 hours, contact Code Compliance Division at (760) 770-0309.

A copy of this or any municipal code of the City of Cathedral City may be downloaded at:
<http://www.cathedralcity.gov>

Cathedral City Code Compliance Division, 68700 Avenida Lalo Guerrero, Cathedral City, CA 92234