



## City of Azusa

Community Improvement Division  
213 E. Foothill Blvd., Azusa, CA 91702

Office Hours: Monday – Thursday 7:00 a.m. to 5:30 p.m. \* 626-812-5265

### REGISTRATION OF VACANT / ABANDONED PROPERTY

#### APPLICANT INFORMATION

Property Address or APN: \_\_\_\_\_

Property Owner's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Email Address: \_\_\_\_\_

Property Management Company: \_\_\_\_\_ Business License# \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

In case of emergency - 24 Hour Phone #: \_\_\_\_\_

#### BANK OWNED PROPERTIES

Bank/Lender/Lien Holder: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

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

Please check one:      New Registration              Renew Registration              Updated Registration

An annual registration fee of \$500 payable to the **City of Azusa** must accompany this form and mailed to:

City of Azusa

Attn: Community Improvement Division

213 E Foothill Blvd

Azusa, CA 91702

Any changes to the information required on the registration shall be reported in writing to the Community Improvement Division within 10 days of the change.

Prepared by:

\_\_\_\_\_   
 Print Name

\_\_\_\_\_   
 Signature

\_\_\_\_\_   
 Date

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**

The purpose and intent of the City is to establish a process to address vacant and abandoned properties located within the City and to protect neighborhoods from blight through the lack of maintenance and security.

Any person, partnership, association, corporation, fiduciary or other legal entity that owns, leases, occupies, controls or manages any property subject to this article shall be responsible for registering and maintaining the property per Section 14-556 Azusa Municipal Code. If the property is found to be vacant and abandoned or shows evidence of vacancy, as defined by the article, it is hereby deemed to be vacant. **Within ten (10) days of identification of any vacant and abandoned property, the beneficiary and trustee or responsible party must register the property and pay the registration fee.**

**VACANT AND ABANDONED PROPERTY REGISTRATION, Section 14-556 Azusa Municipal Code:**

Vacant buildings are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the building fails to actively maintain and manage the building to ensure that it does not become a liability to the neighborhood. Vacant buildings (whether or not those buildings are boarded), substandard, or unkempt buildings, and long-term vacancies discourage economic development and retard appreciation of property values. Vacant buildings are potential fire hazards and can jeopardize the ability of owners of neighboring property from securing or maintaining affordable fire insurance. It is the responsibility of property ownership to prevent owned property from becoming a burden to the neighborhood and community and a threat to the public health, safety, or welfare. One vacant building which is not actively and well maintained and managed can be the core and cause of spreading blight. It is the purpose and intent of the city council, through the adoption of this article, to define the responsibilities of owners of, and to establish registration and monitoring programs for, vacant commercial, industrial and residential buildings and properties.

**ENFORCEMENT, Section 14-565 Azusa Municipal Code:**

- Any violation of this article shall constitute a public nuisance.
- Any person, partnership, association, corporation, fiduciary or other legal entity, that owns, leases, occupies, controls or manages any property subject to this article and that causes, permits, or maintains a violation of this article, shall be guilty of a misdemeanor, and upon conviction thereof, shall be punished as provided in section 1-10 of this Code. Violations shall be treated as a strict liability offense; a violation shall be deemed to have occurred regardless of a violator's intent.
- If an enforcement official determines a violation of this article exists, the enforcement official may issue an administrative citation for each day a violation exists, containing fines up to \$1,000.00 per day, per violation, as provided in sections 1-24 through 1-35 of this Code.
- This section is intended to be cumulative to, and not in place of, other rights and remedies available to the city pursuant to the City of Azusa Municipal Code, including any civil, criminal and/or administrative action.
- Any and all costs, including attorney's fees, incurred by the city in enforcing this article shall be recoverable, and shall constitute a lien and special assessment against the subject property, pursuant to the definitions and procedures in sections 14-421 through 14-425 and as otherwise provided by this Code.

**LOCAL PROPERTY MANAGEMENT REQUIREMENT, Section 14-564 Azusa Municipal Code**

- If a property is determined to be vacant, and the property is owned by a corporation and/or out of area beneficiary, trustee, or owner, a local property management company shall be contracted to perform weekly inspections to verify that the requirements of this section, and any other applicable laws, are being met.
- The property shall be posted with the name and 24-hour contact phone number of the local property management company. The posting shall be no less than 18 inches by 24 inches, shall be of a font that is legible from a distance of 45 feet, and shall contain the following verbiage:

"THIS PROPERTY IS MANAGED BY \_\_\_\_\_," and "TO REPORT  
PROBLEMS OR CONCERNS CALL (name and phone number)."

- The posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street, or secured to the exterior of the building/structure facing the street of the front of the property so it is visible from the street
- The local property management company shall inspect the property on a weekly basis to determine if the property is in compliance with the requirements of this article

A copy of this ordinance or any municipal code of the City of Azusa may be downloaded at:

[https://www.municode.com/library/ca/azusa/codes/code\\_of\\_ordinances](https://www.municode.com/library/ca/azusa/codes/code_of_ordinances)

If you have any questions please contact Betty Gallardo at (626) 812-5265 or [bgallardo@azusaca.gov](mailto:bgallardo@azusaca.gov).