



**REGISTRATION OF ABANDONED PROPERTY**

Chapter 17, Sunrise Code of Ordinances, requires that foreclosing mortgagees who hold a mortgage on a building or lot 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 filing of a notice of lis pendens and/or the issuance of a notice of default. If the building is found to be vacant, or if the lot shows evidence of distress, it shall be deemed abandoned and the mortgagee shall, within ten (10) days of the inspection, register the abandoned property with the City of Sunrise Code Enforcement Division. **An annual registration fee is required for each abandoned property. The annual registration fee is \$150.00 per property and shall correspond to the fiscal year of the city. Renewal of the registration shall be performed prior to October 1<sup>st</sup> of any year and the renewal of the registration with its accompanying fee shall be the responsibility of the foreclosing mortgagee.**

**PROPERTY INFORMATION: (Please print or type)**

PROPERTY ADDRESS: \_\_\_\_\_

# Street Zip Code

PARCEL CONTROL NUMBER: \_\_\_\_\_

MORTGAGEE NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# Street City State Zip Code

TELEPHONE: \_\_\_\_\_ FACSIMILIE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

MORTGAGEE CONTACT PERSON: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ FACSIMILIE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LOCAL CONTACT OR PROPERTY MANAGEMENT CO. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# Street City State Zip Code

TELEPHONE: \_\_\_\_\_ FACSIMILIE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

24 HOUR EMERGENCY CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# Street City State Zip Code

TELEPHONE: \_\_\_\_\_ FACSIMILIE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

FORECLOSURE ATTORNEY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

# Street City State Zip Code

TELEPHONE: \_\_\_\_\_ FACSIMILIE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

RECORDATION INFORMATION FOR LIS PENDENS: \_\_\_\_\_

Official Record Book and Page and recording date

DATE OF INITIAL INSPECTION: \_\_\_\_\_

**REGISTRATION OF ABANDONED PROPERTY (continued)**

It is the purpose and intent of the City of Sunrise to establish a process to address the amount of abandoned properties located within the City. It is the City's further intent to specifically establish an abandoned property program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties. [Chapter 17, Section 17-26]

1. [Section 17-29] Registration of Abandoned Property: Mortgagee who holds a mortgage on a building or lot must perform an inspection of the property prior to the filing of a notice of lis pendens and/or the issuance of a notice of default. **If the building is found to be vacant, or if the lot shows evidence of distress, it will be considered abandoned and the mortgagee has ten (10) days from the inspection to register the property with the City of Sunrise Code Enforcement Division. An annual registration form is required for each vacant property.**
2. If the property is occupied but remains in default, it shall be inspected by the mortgagee monthly or if the property is vacant or shows signs of vacancy it shall be considered abandoned property and the property must be registered with the City of Sunrise. Any foreclosing mortgagee that has registered must report any change of information to the City of Sunrise Code Enforcement Division within ten (10) days of the change.
3. [Section 17-31] Maintenance Requirements and Remedies: Abandoned properties shall be maintained in accordance with the City of Sunrise Code and in a secure manner.

Failure of the foreclosing mortgagee to properly maintain the abandoned property may result in the issuance of a citation or notice of violation/notice of hearing; abatement of nuisances on the property in accordance with Chapter 9 and any other remedy or legal proceeding available to the City of Sunrise.

REGISTRATION FORM COMPLETED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_  
(Print name)

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

The foregoing instrument was acknowledged before me, the undersigned Notary Public in and for the State of \_\_\_\_\_, on this, the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (Print name), \_\_\_\_\_ (Print title).

WITNESS my hand and official seal

\_\_\_\_\_  
Notary Public, State of \_\_\_\_\_

\_\_\_\_\_  
Printed, typed or stamped name of Notary Public exactly as commissioned  
Personally known to me, or  
Produced identification:

\_\_\_\_\_  
(Type of identification produced)

**Please contact the City of Sunrise Code Enforcement Division at (954)572-2344, email: [sfeliciano@sunrisefl.gov](mailto:sfeliciano@sunrisefl.gov) or 1601 NW 136 Avenue, Building A, Sunrise, FL 33323 with any questions regarding registration of abandoned property.**

**INTERNAL USE ONLY**

Annual Registration Fee \$150.00 per property paid \_\_\_\_\_, by \_\_\_\_\_, \_\_\_\_\_  
(Date) (Method of payment) (Check #)

