CITY OF TEMPLE CITY, CALIFORNIA
Department of Community Development
Community Preservation Division

9701 Las Tunas Drive
Temple City, California 91780
Phone 626.285.2171 Fax 626.285.8192
www.templecity.us

Vacant Property Registration Form

Property Information

Property Address: _____ City _____ Zip Code _____

APN Number: _____

Property Type: ☐ Single Family ☐ Multi-Family ☐ Commercial ☐ Industrial

Facilities: **Water** ☐ On ☐ Off **Gas** ☐ On ☐ Off **Electricity** ☐ On ☐ Off **Pool** ☐ Yes ☐ No

Property Owner

Name: _____

Contact Name (If Business): _____

Address: _____ Apt/Suite #: _____

City: _____ State: _____ Zip: _____

Mortgage Company Information

Name of Mortgage Company/Bank: _____

Mailing Address: _____ Apt/Suite #: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax Number: _____

Contact Person Phone Number: _____ Alternate Contact Number: _____

Property Manager/ Emergency Contact

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____

E-mail: _____

Business Phone: _____ 24-Hour Phone: _____

Vacant Property Registration Form

Supplemental Questions

1. Who is responsible for maintenance of the property?

   Contact Person: Phone Number

2. What is the estimated time that the property will remain vacant?

3. Reason for Vacancy?

4. If this property is in foreclosure, when will the redemption period end?

5. Is the property listed for sale?

6. Who is the listing agent?

7. Is there any additional information about this property that the City of Temple City should know?

8. In the lines below, please describe in detail the property maintenance plan?

Please be advised that Title 4, Chapter 2, Article I of the Temple City Municipal Code requires that the beneficiary and trustee of any real property that is abandoned or shows evidence of vacancy shall register the property with the City of Temple City within (10) calendar days of the inspection demonstrating the vacancy or the evidence of vacancy.

Annual Registration Fee: $38.00 per Property

Monitoring/Inspection Fee: $122.00 per Property

Make checks payable to "City of Temple City."

Please fill out the information requested above, sign and deliver or mail this form with payment to:

City of Temple City

Community Preservation Division

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Temple City, CA 91780