



FORECLOSURE MANAGEMENT UNIT
FORECLOSED PROPERTY REGISTRATION APPLICATION

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City of Pico Rivera
6615 Passons Boulevard,
Pico Rivera, California 90660

Foreclosure Management Unit
(562) 716-5166
Foreclosuremanagementpr@gmail.com

Building Division Application No.:

Date Application Accepted
By City Manager/Designee: _____

Special Conditions Added By City of Pico Rivera:

(Space Above Line For Use By City)

CITY OF PICO RIVERA
FORECLOSED PROPERTY
REGISTRATION APPLICATION

The City of Pico Rivera (the “City”) has enacted Chapter 8.65 of the Pico Rivera Municipal Code (PRMC)

“... to establish a Registration of Property in Foreclosure Program as a mechanism to protect neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned or unoccupied properties, including properties which are subject to foreclosure proceedings and properties which are being held by a beneficiary following the completion of a foreclosure proceeding, pending sale by the beneficiary or pending lease by the beneficiary and occupancy of the unoccupied structure.”

If the beneficiary or holder of a mortgage security interest in property subject to lien foreclosure proceedings (the “Beneficiary”) or any other interested person, including the Declarant identified in Part 16 of this Application, has any question regarding the City property foreclosure registration program, please contact: Foreclosure Management Unit for the City of Pico Rivera at (562) 716-5166 or send an email to Foreclosuremanagementpr@gmail.com and put into the email subject line the words “Foreclosed Property Inquiry”, the address of the subject property, if any, and the assessor’s parcel number of said property.



FORECLOSURE MANAGEMENT UNIT **FORECLOSED PROPERTY REGISTRATION APPLICATION**

This Foreclosed Property Registration Application (the “Application”) shall be deemed to be complete by the City when the following information required has been provided to the City: the registration fee amount set forth in Part 17 below has been paid to the City, any applicable outstanding penalties have been paid to the City, and the City Manager of the City or his/her designee has accepted this Application completed in its entirety, as indicated at Part 18, below.

A complete Application and the accompanying fee should be delivered to the City of Pico Rivera, Foreclosure Management Unit at City Hall – 6615 Passons Boulevard, Pico Rivera, California 90660.

The information set forth below in this Application needs to be provided to the City by the Beneficiary, or the agent of the Beneficiary, to initiate the foreclosed property registration process with the City.

1. **Street Address of the Property:**

2. _____
Los Angeles County Assessor Parcel Number for the Property:

Los Angeles County Assessor Notice of Default Date:

Los Angeles County Assessor Notice of Rescission Recording Date (attach evidence):

3. **Twenty-Four Hour Phone Contact Information:**

If the City has any question regarding the Property or this Application who should the City contact by telephone?

Print name of Application contact individual

Print telephone number of Application contact individual



FORECLOSURE MANAGEMENT UNIT
FORECLOSED PROPERTY REGISTRATION APPLICATION

Email address _____

4. (A) **Name, Address and Phone/Email Contact for Beneficiary/Lender in Foreclosure:**

Beneficiary Email Address: _____

Beneficiary Telephone Contact Information: _____

- (B) **Name, Address and Phone/Email Contact for Trustor (If known):**

Trustor Email Address: _____

Trustor Telephone Contact Information: _____

- (C) **Name, Address and Phone/Email Contact for Renter/Occupant (If known):**

Renter/Occupant Email Address: _____



FORECLOSURE MANAGEMENT UNIT
FORECLOSED PROPERTY REGISTRATION APPLICATION

Renter/Occupant Telephone Contact Information: _____

5. **Foreclosed Property Mortgage Description:**

Beneficiary Loan Identification Number: _____

Date of Deed of Trust; and _____

Original Principal Amount of Mortgage \$ _____

6. **Date of Initial Default Inspection of the Property (SEE: PRMC Section 8.65.030A):**

Date of the initial default inspection of the Property unknown at time of submission of the Application

7. **Date of Default Inspection Which Confirmed Property to Be Vacant or Abandoned/Date When Beneficiary Believes Property Became Vacant or Abandoned (SEE: PRMC Section 8.65.30A):**

Date of such default inspection of the Property unknown at time of submission of Application

8. **Name, Address and Phone/Email Contact for Foreclosure Trustee:**

Phone Number: _____

Trustee Email Address: _____

9. **Name, Address and Phone/Email Contact For Property Management Service For Inspections (SEE: PRMC Section 8.65.045):**



FORECLOSURE MANAGEMENT UNIT
FORECLOSED PROPERTY REGISTRATION APPLICATION

Property Manager Email Address: _____

10. **Other Contact Person(s) (Specify Relationship to Beneficiary, Trustee, Property Manager or Real Estate Broker):**

Phone Number: _____

Other Contact Person(s) Email Address: _____

11. **At Time of Submission of Application, Has the Property Been Posted By Beneficiary as required by PRMC Section 8.65.045?**

Yes

No

If “No”, indicate estimated date by which the required Beneficiary contact notice will be placed on Property:

12. **Photographs of Front, Rear and Side-yards (if applicable) of Property and indicate Date on Each Photograph**

Photos attached by Declarant

Photos to follow within seven (7) days of submission of the Application by Declarant

13. **Property Maintenance and Security Conditions**

The following paragraphs of this Part 14 of the Application (A)-(H), inclusive are conditions of the registration of the Property with the City under PRMC Chapter 8.65. The Beneficiary or its agent is responsible for compliance with each of the following property maintenance and security conditions as set forth below:

- (A) PRMC Section 8.65.040 (Maintenance Requirements)

“Properties which are abandoned or vacant shall be, in comparison to the neighborhood standard, maintained by the beneficiary and kept free of weeds, dry bush, dead vegetation, trash, junk, debris, building materials, any accumulation of



FORECLOSURE MANAGEMENT UNIT **FORECLOSED PROPERTY REGISTRATION APPLICATION**

newspapers, circulars, flyers, notices, except those required by federal, state or local law, discarded personal items including 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. Such property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure. In general, the maintenance of abandoned or vacant property by the beneficiary shall comply with the standards set forth in current HUD securing standards, or such other standard as may hereafter be ordered in writing by the Code Enforcement Officer, Chief Building Official, or the City Manager. Adherence to the maintenance and monitoring standard set forth in this Section 8.65.040 does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners' association rules and regulations which may apply to the property.”

(B) PRMC Section 8.65.045 (Security Requirements)

“Properties which are abandoned or vacant shall be maintained by the beneficiary in a secure manner so as not to be accessible to unauthorized persons. In general, the security of abandoned or vacant property by the beneficiary shall comply with current HUD standards, or such other standard as may hereafter be ordered in writing addressed to the beneficiary by the Code Enforcement Officer, Chief Building Official or City Manager.”

(C) If the property is owned by a corporation and/or out-of-area beneficiary/trustee/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 law, are being satisfied.

(D) The property shall be posted with name and address of the beneficiary and shall include a twenty-four (24) hour contact phone number of the local property management company. The posting shall be no less than eighteen (18) inches by twenty-four (24) inches and shall be of a font that is legible from a distance of forty-five (45) feet and shall contain along with the name and twenty-four (24) hour contact number the words “THIS PROPERTY MANAGED BY” and “TO REPORT PROBLEMS OR CONCERNS CALL, [24 hour contact information name and number] OR CALL THE CITY OF PICO RIVERA AT (562) 942-2000” 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 to the front of the property



FORECLOSURE MANAGEMENT UNIT **FORECLOSED PROPERTY REGISTRATION APPLICATION**

so it is visible from the street or, if no such area exists, on a stake of sufficient size to support the posting in a location that is visible from the street to the front of the property but not readily accessible to vandals. Exterior posting must be constructed of and printed with weather resistant materials.

(E) **Basic Property Maintenance and Monitoring Guidance at Time of Submission of Application:**

Active maintenance and monitoring of each vacant building or structure on each parcel of land shall include all of the follow:

- (1) Maintenance of landscaping and plant materials on the parcel of land on which the vacant building is located in good condition.
- (2) Maintenance of the exterior of the building and exterior signage and signage structures, in good condition.
- (3) Regular removal of all exterior trash and debris from the parcel of land on which the vacant building is located.
- (4) Maintenance of the vacant building in continuing compliance with all applicable codes and regulations.
- (5) Prompt removal of graffiti which has been applied to any exterior surface on the vacant building or fencing surrounding the building, including graffiti applied to any sign attached to the vacant building.
- (6) Prevention of criminal activity on the premises (vacant building and/or the parcel of land on which the vacant building is located), including but not limited to use and sale of controlled substances, prostitution and criminal street gang activity.

(F) **Does the Property have a Pool or Spa?**

- Yes
 No

If "YES" describe pool maintenance arrangements to be undertaken by Beneficiary:



FORECLOSURE MANAGEMENT UNIT
FORECLOSED PROPERTY REGISTRATION APPLICATION

(G) _____
At the time of submission of the Application to the City, the undersigned Declarant (See Part 16, below) on behalf of the Beneficiary, hereby certifies that there is no graffiti on any structure, fence, wall or sign on the Property.

By: _____

Print Name: _____

(H) The Chief Building Official or City Manager may, for good cause, add additional property maintenance and security conditions to the Property upon written notice to the Beneficiary at any time after the date of submission of this Application to the City.

14. Number of Dwelling Units on the Property:

one dwelling unit

two dwelling units

three or more dwelling units

15. Name and Contact Information for Person (the “Declarant”) Submitting this Application to the City:

Phone Number: _____

Email: _____



FORECLOSURE MANAGEMENT UNIT **FORECLOSED PROPERTY REGISTRATION APPLICATION**

The undersigned hereby represents and warrants to the City of Pico Rivera that this Application is submitted to the City on behalf of _____ who is the:

Check each of the applicable boxes below:

- Beneficiary (See Part 4)
- Trustee in foreclosure (See Part 9)
- Property Manager (See Part 10)
- Other _____ (See Part 11)

The undersigned Declarant on behalf of the Beneficiary, whose name, address and contact information appears in Part 4 of this Application, hereby authorizes, requests and gives consent to the City of Pico Rivera to conduct such regulatory inspections of the Property as set forth in PRMC Chapter 8.65 from time-to-time as may be indicated.

The undersigned Declarant hereby declares under penalty of perjury that the facts set forth in this Application are true and correct to the best personal knowledge of the Declarant.

Date: _____

By: _____

Print Name of Declarant

Phone Number of Declarant

Email Address of Declarant



FORECLOSURE MANAGEMENT UNIT
FORECLOSED PROPERTY REGISTRATION APPLICATION

16. **Fee Schedule**

Registration per Property (per legal parcel)	<u>\$470.00</u>
TOTAL FEE	\$470.00

Additional costs for inspections or other specific City response costs relating to the Property in excess of the foreclosed property registration program requirements set forth in the City Fee Resolution are the responsibility of the Beneficiary or the Beneficiary's agent to pay the City, and shall be paid within thirty (30) days following the date of an invoice from the City.

17. **ACCEPTANCE OF APPLICATION BY THE CITY OF PICO RIVERA**

The undersigned hereby deems this Application to be complete, and accepts this Application for registration of the Property on behalf of the City of Pico Rivera.

Date: _____

By: _____

APPLICATION NOTES FOR CITY, BELOW: