



CITY OF COVINA
125 E. COLLEGE ST.
COVINA, CA 91723
(626) 384-5470

PUBLIC WORKS DEPARTMENT, CODE ENFORCEMENT

PROPERTY REGISTRATION FORM

Please fill out the information requested below and deliver or mail to:

Public Works Department, Neighborhood Preservation Division, 125 E. College Street, Covina, CA 91723

Please note that property address numbers above 3000 are generally located in the County of Los Angeles jurisdiction and are not subject to this ordinance.

Registered Residence Address: _____ Covina, CA Zip Code _____

Assessor's Parcel Number (s): _____ Notice of Default Recordation _____

(Please attach copy of Notice of Default to this form)

Lender or Trustee: _____

Lender or Trustee Contact Name: _____

Email Address: _____ Phone Number: _____

Lender or Trustee Mailing Address: _____

Property Management Company: _____

Point of Contact Name: _____

Email Address: _____ Phone Number: _____

Mailing Address: _____

STANDARD ANNUAL FEE OF \$100 REQUIRED WITH REGISTRATION

PLEASE MAKE CHECK PAYABLE TO "CITY OF COVINA"

(REGISTRATION FEE MAY BE WAIVED UNTIL THE PROPERTY BECOMES VACANT OR IS NO LONGER MAINTAINED.)

Please check one in each column:

New Registration ____ Renewal Registration ____ | Property is occupied ____ Property is currently vacant ____

An annual registration fee shall accompany this registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must be received no later than January 31 of the year due. Registration fees will not be prorated. [CMC 8.42.040]

Report to the City any change of Title or change of Ownership, change of address and change of contact information within ten (10) days of said change. [CMC 8.42.040]

Submitted by:

Print Name: _____ Signature: _____ Date: _____

Company Representing: _____ Phone Number: _____

City of Covina Municipal Code
Chapter 8.42, ABANDONED RESIDENTIAL PROPERTY REGISTRATION
CMC Section 8.42.010:

It is the purpose and intent of the Covina City Council, through the adoption of this Chapter, to establish an abandoned residential property registration program as a mechanism to protect Covina's residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

Owner Responsibility under Covina Municipal Code, Chapter 8.42:

- Within ten (10) days following the purchase or transfer of a loan/deed of trust secured by residential property the new beneficiary/trustee shall record, with the Los Angeles County Recorder's Office, an Assignment of Rents. [CMC 8.42.030]
- If the property is vacant or abandoned, the beneficiary/trustee shall register the property with the City using this form within ten (10) days following vacancy or abandonment. [CMC 8.42.040]
- Report to the City any change of address and change of contact information within ten (10) days of said change. [CMC 8.42.040]
- Maintain the property. [CMC 8.42.050]
- Secure the property. [CMC 8.42.060]
- Post the property with the property manager's name, address and 24-hour contact phone number. [CMC 8.42.060]

Pursuant to Covina Municipal Code, Section 8.42.090, violations of Chapter 8.42 render the properties concerned to be a public nuisance. Failure to comply with the responsibilities identified above may subject the beneficiary/trustee to any or all of the following penalties or actions:

- Criminal Misdemeanor/General Penalty [CMC, Chapter 1.16];
- Administrative Nuisance Abatement [CMC, Chapter 8.40];
- Administrative Citations up to \$1,000 per day of violation [CMC, Chapter 1.26 & CMC 8.42.090(A)(3)];
- Appointment of a Receiver to Ensure Compliance;
- Any other penalties or actions authorized by California law.

A copy of this or any municipal code of the City of Covina may be requested through the City of Covina City Clerk's Department, at 125 East College Street, Covina, CA 91723. Phone (626) 858-7227.