



**CITY OF MENDOTA
ABANDONED RESIDENTIAL PROPERTY
REGISTRATION FORM**

Chapter 8.30 of the Mendota Municipal Code (MMC)

The owner must fill out and sign this form. Please see reverse side for a list of responsibilities related to your property.

Address of Property: _____ Mendota, CA 93640

Assessor's Parcel Number: _____

Name of Owner: _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Name of Local Contact/Caretaker (if applicable): _____

Mailing Address: _____

Telephone: _____ E-mail: _____

Measures being taken by you to ensure safety and security at and around the property:

Signature: _____ Date: _____

Thank you!

(Space Below Line For Office Use Only)

Received on Date: _____ Time: _____

Fee Paid: Staff Initials: _____

***Original to be forwarded to Chief of Police and a copy forwarded to Code Enforcement.**

Maintenance Requirements for Abandoned Residential Properties (MMC 8.30.050)

In addition to the requirements in the MMC related to building codes, public nuisances, and other local, state and federal laws, owners of abandoned residential properties are responsible for ensuring the following:

- In comparison to the neighborhood standard, the property shall be kept free of weeds, dry brush, dead vegetation, trash, junk, debris, building materials, any accumulation of 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.
- The 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.
- All yards visible from the public right-of-way shall be landscaped and maintained to the neighborhood standard at the time registration was required. Landscape includes, but is not limited to, grass, ground covers, bushes, shrubs, hedges or similar plantings, decorative rock or bark, or artificial turf or sod designed specifically for residential installation. Landscape does not include weeds, broken concrete, asphalt, decomposed granite, plastic sheeting, mulch, indoor-outdoor carpet, or any similar material. Maintenance includes, but is not limited to, regular watering, irrigation, cutting, pruning and mowing of required landscape, and removal of all tree trimmings.
- Pools and spas shall either be kept in working order and treated so the water remains clear and free of pollutants, debris, and any kind of larvae that would cause a health danger to the surrounding vicinity, or drained and kept dry. In either case, properties with pools or spas must comply with the minimum security fencing requirements of the state of California.
- Adherence to this section 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.
- The property shall be maintained in a secure manner so as not to be accessible to unauthorized persons. Secure manner includes, but is not limited to, the closure and locking of windows, doors (walk-through, sliding, and garage), gates and any other opening of such size that may allow a child to access the interior of the property and/or structure(s). In the case of broken windows, securing means the re-glazing or boarding of the window.
- If the property is owned by a corporation, entity, or out of area beneficiary/trustee/owner:
 - A local property management company shall be contracted to perform, at a minimum, monthly 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 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 IS MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL". The posting shall be placed on the interior of a window facing the street to the front of the property so that it is visible from the street, or secured to the exterior of the building/structure facing the street to the front of the property so it is visible from the street; 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. The exterior posting must be constructed of and printed with weather resistant materials.
 - The local property management company shall inspect the property no less than on a monthly basis to determine if the property is in compliance with the requirements of this chapter.

Failure to maintain the property in a manner consistent with these regulations will result in administrative action against you, including citations, penalties, and liens (MMC 8.30.110).