

**PUBLIC WORKS DEPARTMENT**

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**REGISTRATION FORM FOR VACANT/ABANDONED RESIDENTIAL PROPERTY**

*All spaces on the form must be completed. Failure to do so will result in an incomplete registration.*

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

**Kern County Public Works Department, Building and Code Division, Code Compliance  
2700 'M' Street, Suite 570, Bakersfield, CA 93301.**

**Make checks payable to: County of Kern Code Compliance**

**Vacant/Abandoned Residence Information**

Registered Residence Address: \_\_\_\_\_  
(House number) (Street name) (City)

Assessor's Parcel # \_\_\_\_\_

Notice of Default Recordation #: \_\_\_\_\_  
(Please attach copy to this form)

Mortgage Identification #: \_\_\_\_\_  
(No registration required if registered with MERS)

**Responsible Party Information**

**Who is the responsible party? Please check one:**      **Owner**      **Mortgagee**      **Property Manager**

**Property Owner**

Name of Property Owner: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Mortgagee**

Name of Mortgage Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

**Property Manager**

The responsible party may designate a property management or maintenance company to perform the required maintenance of the real property on the behalf of the responsible party.

Name of Property Management Company: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

**Registration Fee \$152.00 Please check one:**  **New Registration**       **Updated Registration (no fee required)**

The annual fee for registering an abandoned residential property is \$152.00. Registration fees are not prorated. Renewal is due every twelve (12) months, on the original registration date. It is the responsibility of the responsible party to inform the County of any pending action or changes of status. The County is not responsible for verifying the accuracy of the information provided.

Initiated By: \_\_\_\_\_  
Print Name      Signature      Date

**PLEASE RETAIN THIS PAGE FOR YOUR RECORDS**

**KERN COUNTY ORDINANCE CODE CHAPTER 8.45  
VACANT/ABANDONED PROPERTY**

This ordinance is a mechanism to protect neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties and properties that are vacant and to strengthen the ability of the local jurisdiction to control the public nuisances created by these properties. [8.45.010]

**Owner/Mortgagee/Property Manager Responsibilities**

- ✓ Maintain the property on a regular basis. The exterior of the property should be kept free of weeds, dead vegetation, trash, debris, discarded personal items or any other items that give the appearance that the property is abandoned. [8.45.070]
- ✓ Secure and maintain the property, ensure that it is not accessible to unauthorized persons. [8.45.080]
- ✓ Post the property with the name and contact information of the responsible party. [8.45.080]
- ✓ Perform monthly inspections to ensure property remains in compliance with this ordinance. Make any necessary repairs within seven (7) days. [8.45.080]

**Responsible Parties for Compliance [8.45.030]**

- A. The responsible party, as defined in this Chapter, shall comply with all provisions of this Chapter, including, but not limited to, maintenance of real property for which they are responsible in accordance with the provisions of this Chapter, and in accordance with all other applicable provisions of the local, state, and federal law.
- B. In all instances, the responsibility of a mortgagee to comply with this Chapter shall be and remain in effect from the date that the mortgagee gives the owner notice of a default under the terms of the mortgage, or when the owner has provided notice to the mortgagee that they are releasing their interest in the property to the mortgagee, whichever first occurs, until such time as the subject property is sold or transferred to a new owner or until any foreclosure action is dismissed.

**Registration and Inspection of Abandoned Real Property or Real Property at Risk of Abandonment [8.45.050]**

If the property is found to be vacant or shows evidence of vacancy, it is deemed abandoned and the responsible party/beneficiary shall, within thirty (30) days of the inspection, register the property as provided below.

Registration may be accomplished by either of the following methods:

- A. By completing and returning to the Director of Building and Code Division or his/her designee a County-provided registration form with required fee; or
- B. By registering with a County-approved database that contains the information set out in the attached form and which service the County may readily access at no cost.

Nothing in this section shall prohibit the use of both methods of registration.

From time to time, the County may approve an acceptable national database(s) which shall be identified in writing and which shall be posted on the Public Works Department's website.

**The full text of this ordinance is available at:**

**[http://library.municode.com/HTML/16251/level2/TIT8HESA\\_CH8.45ABPR.html#TIT8HESA\\_CH8.45ABPR\\_8.45.050REINABREPRREPRIAB#TOPTITLE](http://library.municode.com/HTML/16251/level2/TIT8HESA_CH8.45ABPR.html#TIT8HESA_CH8.45ABPR_8.45.050REINABREPRREPRIAB#TOPTITLE)**