



VACANT PROPERTY DE-REGISTRATION FORM

Office Use Only
Date Received: _____
Received By: _____

Date of De-Registration:	
--------------------------	--

REASON FOR DE-REGISTRATION	
----------------------------	--

Property Sold	Property Demolished
Owner Occupied	Exemption Filed
Vacant to Leased*	Leased to Vacant*

* If property will be **LEASED** property owner must provide lease agreement between property owner and lessee which **MUST INCLUDE**: both property owner and lessee identifying themselves, address of property being leased, the terms of the lease and a copy of property owner's **active** business license *

* If the property is **SOLD**, a letter from the **BANK** or **ESCROW** company must be provided with the new ownerships information. Letter must include, the date property was sold and who it was sold to *

Please mail forms to:

City of Montebello, Code Enforcement Division, 1600 W. Beverly Blvd, Montebello CA 90640 Or email to codeenforcement@cityofmontebello.com; Questions: (323)-887-1200 Ext. 490

PROPERTY INFORMATION	
----------------------	--

Address:	
Name of Complex: (if applicable)	
Parcel ID#:	

OWNER(S) INFORMATION	
----------------------	--

Property Owner's Information	
------------------------------	--

Contact Name:	
Mailing Address:	
Business License #: (if applicable)	
Phone #:	Email:

Tenant/Lessee's Information:		N/A
------------------------------	--	-----

Contact/Agent:	
Business License #:	
Address:	
Phone #:	Email:

Name of Buyer (if applicable):		N/A
--------------------------------	--	-----

New Owner(s) Name:	
Mailing Address:	
Phone #:	Email:
Date of Sale:	

Owner's Printed Name

Date:

Owner's Signature: