

# VACANT PROPERTY REGISTRATION



Mail To:  
City of Montebello  
Code Enforcement Division  
1600 W. Beverly Blvd.  
Montebello, CA 90640

<b>For Office Use Only:</b>
Date Received: _____
Registration Number: _____

Include check for total fee amount made payable to  
City of Montebello.

If you have any questions you may contact us at:  
(323)-887-1200 x. 490

### Fees to Be Submitted With Application

Annual Fee (April 1<sup>st</sup> through March 31<sup>st</sup>) ..... **\$120.00**

*Note: Fees are not prorated. The full fee is due and payable regardless of the month the property is initially registered.*

***The annual fee will be due again the first Monday of April of the following year.***

Property Address: _____  Montebello, California 90640
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### Beneficiary/Trustee

Company: \_\_\_\_\_

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

Mailing Address (if different from street address): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone \_\_\_\_\_

Additional Contact Information (after hours, emergency, etc.): \_\_\_\_\_

### Property Management Company

Company: \_\_\_\_\_

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

Mailing Address (if different from street address): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone \_\_\_\_\_

Additional Contact Information (after hours, emergency, etc.): \_\_\_\_\_

Montebello Municipal Code Section 8.40.060 requires:

Properties subject to this chapter shall remain under the annual registration requirement, security, and maintenance standards for this section as long as they remain vacant.

Any person, firm, corporation or any other legal entity that has registered a property under this chapter must report any change of information contained in the registration within ten (10) days of the change.