



City Clerk's Department - Registration Form for Abandoned / Vacant Property

Please fill out the information requested below and deliver this form with payment to City Hall or mail to **City of Cape Coral / City Clerk's Department P.O. Box 150027, Cape Coral, FL 33915-0027.**

ABANDONED / VACANT PROPERTY INFORMATION:

Registered Address: _____

Cape Coral, FL Zip Code: _____ Date Property Inspected: _____

MORTGAGEE INFORMATION:

Lender/Lien Holder: _____

Contact Name: _____

Contact Phone (including area code): _____

Facsimile (including area code): _____

Mailing Address: Physical Address (If above is P.O. Box): _____

E-Mail: _____

LOCAL INDIVIDUAL OR PROPERTY MANAGEMENT INFORMATION:

Responsible for security and maintenance of the abandoned property.

Property Manager: _____ Business Tax Receipt (Bus. License): _____

Contact Name: _____

Local 24-Hour Phone (including area code): _____

Local Mailing Address (No PO Box): _____

E-Mail: _____

REGISTRATION FEE: If paying for multiple addresses with one check, please make sure to attach the registration form for each property with the payment. Make Checks Payable to: City of Cape Coral / City Clerk's Department.

*****All violations of sections 12-91 through 12-100 may be subject to the maximum penalty of \$1000.00 per day for the first offense. Subsequent violations may be subjected to penalties of double or triple the first offense. *****

Initiated by (Print Name): _____

Signature: _____

Date: _____

This ordinance can also be viewed in its entirety by going to [CHAPTER 12, Article IX: ABANDONED PROPERTY](#).

Special attention should be given to Sections [12-96 Registration of Abandoned Real Property](#), [12-97 Maintenance requirements](#), and [12-98 Security Requirements](#) for Registered Properties. The Ordinance requires A MORTGAGEE to register and maintain any property upon which THE MORTGAGEE has initiated the foreclosure process upon, and which is vacant, with the City Clerk's Department.

As of June 8, 2009, an annual registration fee shall accompany the registration form(s) in the following amounts:

- If title to the property is in the name of the defaulting mortgagor at the time registration is required then the fee shall be in the amount of one hundred fifty dollars (\$150.00), per property.
- If title to the property is in the name of a person or entity other than the defaulting mortgagor at the time registration is required and the property is then currently listed for sale with a Florida registered real estate brokerage firm or Florida licensed real estate agent, then the fee shall be waived although registration shall still be required.
- In all other cases, the fee shall be in the amount of fifty dollars (\$50.00) per property.

Please contact the City Clerk's Department with any questions. (239) 574-0411