

**CITY OF PORT RICHEY
6333 RIDGE ROAD
PORT RICHEY, FLORIDA 34668
727-816-1900**

Registration of Abandoned Real Property

Ordinance No. 10-614 of the City of Port Richey requires that mortgagees of real property shall perform an inspection of the property that is the security for the mortgage, upon issuance of a notice of lis pendens and/or upon default by the mortgagor, prior to the issuance of a Notice of Default. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the mortgagee shall, within ten (10) days of the inspection, register the property with the City of Port Richey. An annual registration is required for each vacant property. The nonrefundable annual registration fee is \$125.00 per property.

Please fill out the information requested below and deliver this form, with payment, to City Hall or mail to City of Port Richey / Code Compliance Division, 6333 Ridge Road, Port Richey, Florida 34668

PROPERTY INFORMATION

STREET _____

LEGAL DESCRIPTION _____

PROPERTY IDENTIFICATION NUMBER _____

MORTGAGEE NAME _____

*ADDRESS _____

STREET CITY STATE ZIP

TELEPHONE _____ FAX _____ EMAIL _____

PROPERTY INSPECTED? ___YES ___NO **DATE** _____ **PROPERTY VACANT?** ___YES ___NO

If the property is vacant, you must designate and retain a local person or property management company who will be responsible for the maintenance and security of the property.

LOCAL CONTACT AND/OR MAINTENANCE COMPANY NAME (must not be a post office box)

STREET _____ CITY _____ STATE _____ ZIP CODE _____

TELEPHONE _____ FAX _____ EMAIL _____

24 HOUR EMERGENCY CONTACT

NAME _____ TELEPHONE _____

***MORTGAGE ADDRESS IS WHERE NOTICES WILL BE SENT. ADDRESSES MUST NOT BE A POST OFFICE BOX.**

REGISTRATION FEE: \$125.00 per property. If paying for multiple addresses with one check, please make sure to attach a registration form for each property with payment. Make checks payable to: City of Port Richey.