

For Office Use Only	
Date Received:	



CITY OF WESTMINSTER

COMMUNITY DEVELOPMENT

VACANT PROPERTY REGISTRATION FORM

PROPERTY INFORMATION:

Property Address: _____ City: Westminster Zip Code: 92683

APN Number: _____

Property Type: Store Front Commercial Industrial

PROPERTY OWNER:

Name: _____

Contact Name: (If Business): _____

Address: _____ Apt/Suite: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

PROPERTY MANAGEMENT COMPANY INFORMATION:

Company Name: _____

Street Address: _____

Mailing Address (if different from street address): _____

Contact Person: _____ Phone Number: _____

Email Address: _____

Emergency/ After Hours Contact Information: _____

BENEFICIARY/ TRUSTEE:

(Bank Owned or foreclosed properties)

Company Name: _____

Street Address: _____

Mailing Address (if different from street address): _____

Contact Person: _____ Phone Number: _____

Email Address: _____

SECURITY AND MAINTENANCE REQUIREMENTS

In accordance with Westminster Municipal Code Section _____, properties must remain under the annual registration requirement, and all security and maintenance standards must be maintained as long as the property remains vacant. You must report any changes to the information within 10 days.

DECLARATION

I, the undersigned, declare under penalty of perjury that the information provided in this registration is true and accurate to the best of my knowledge and that the information provided in this registration is true and accurate to the best of my knowledge and that I will comply with all local and state requirements regarding the maintenance, security, and monitoring of this property.

Signature: _____

Date: _____

SUBMISSION AND PAYMENT INSTRUCTIONS

- Submit this form along with the \$_____ annual registration fee to:

City of Westminster
 Code Enforcement Division
 8200 Westminster Blvd
 Westminster, CA 92683

- Payment can be made via check or money order payable to “city of Westminster”
- Annual Registration Renewal Date: January 1st of each year
- Fee Due Date: No later than January 31st each year
- The registration and related fee shall be valid for the calendar year, or the remaining portion of the calendar year, in which registration was required. The registration fee shall not be prorated.
- For any inquiries of further assistance, please contact _____ via email at _____ or by phone at _____.