



**CODE ENFORCEMENT DIVISION
SELMA COMMUNITY DEVELOPMENT DEPARTMENT
1710 TUCKER STREET, SELMA, CL93662
PHONE NO . (559) 891-2208 / FAX NO . (559) 896-1068**

REGISTRATION FORM FOR ABANDONED RESIDENTIAL PROPERTY

Complete ONE Registration Form per Property – RETURN THIS PAGE WITH FEE

Please fill out the information requested below and deliver this form, with your check, to our reception desk or mail to:
City of Selma, Attention: Code Enforcement Officer, 1710 Tucker, Selma, CA 93662

Property to be registered:

Address: _____

Selma, CA, Zip Code: _____

Assessor Parcel Number: _____

Notice of Default Recordation # _____

(Please attach copy to this form, if available)

Lender/Lien Holder:

Contact: _____ Contact Phone: (_____) _____

Lender/Lien Holder Mailing Address: _____

Property Manager: _____ **Business License #** _____

Contact Person: _____ **24 Hour Phone #:** (_____) _____

Property Management Company Local Mailing Address: _____

Standard Annual Fee of \$200.00

(Please check one) **New** Registration **Renewal** Registration

An annual registration fee shall accompany this registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year, in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must be received no later than January 31 of the year due. Registration fees will not be prorated. SMC 8.11.5(D)

Initiated By: _____

Print Name _____ Signature _____ Date _____

Company Name and Address _____

FOR CITY USE ONLY

Received by: _____

Fee paid: _____ Receipt #: _____ Cash Check # _____

Work order 496534

Municipal Code Reference Guide: KEEP THIS PAGE FOR YOUR FILE

Purpose and Intent

It is the intent of this chapter to establish an abandoned residential property registration program as a mechanism to protect residential neighborhoods within the city limits of the City of Selma from becoming blighted through the lack of adequate maintenance and security of abandoned properties. SMC 8.11.22

Registration

Any beneficiary/trustee who holds a deed of trust on a property located within the City of Selma shall perform an inspection of the property that is the security for the deed of trust upon default by the trustor and prior to recording a Notice of Default with the Fresno County Recorders office. If the property is found to be vacant or shows evidence of vacancy, it is, by this chapter, deemed abandoned and the beneficiary/trustee shall, within ten days of the inspection, register the property with the Community Development Director or his or her designee on forms provided by the City. SMC 8.11.5(A)

City of Selma Municipal Code, Chapter 8.11 SMC, ABANDONED RESIDENTIAL PROPERTY REGISTRATION, Section 8.11.5 (A)

Owner Responsibility under Chapter 8.11 SMC:

- Within ten (10) days of the purchase and/or transfer of a loan/deed of trust secured by residential property the new beneficiary/trustee shall record, with the Fresno County Recorders Office, an Assignment of Rents. SMC 8.11.4
- If the property is vacant or abandoned, the beneficiary/trustee shall register the property with the City using this form within ten days of transfer, vacancy or subsequent vacancy. SMC 8.11.5(A)
- Report to the City any change of address and change of contact information within ten days of said change. SMC 8.11.5(G)
- Maintain the property. SMC 8.11.6
- Inspect the property on a monthly basis. SMC 8.11.7(B) 3
- Secure the property. SMC 8.11.7 (A)
- Post the property with the property manager's name, address and 24-hour contact phone number. SMC 8.11.7 (B) 2

A copy of these code references or the Municipal Code of the City of Selma may be viewed at:
https://www.sterlingcodifiers.com/codebook/index.php?book_id=517