

Community Development
Community Enhancement and Code Compliance Division
Business Tax Office

10770 W Oakland Park Blvd. Sunrise FL 33351

Phone: (954) 572-2352 • E-Mail: BTRdocuments@sunrisefl.gov • www.sunrisefl.gov



To Whom It May Concern:

The City of Sunrise Code Enforcement Division would like to take this opportunity to inform all foreclosing mortgagees that on January 25, 2011, the City Commission approved Ordinance No. 532, establishing Chapter 17, Article 111, regarding abandoned property. This Chapter requires that foreclosing mortgagees who hold a mortgage on a building or lot within the City shall perform an inspection of the property that is the security for the mortgage, upon default by the mortgagor, prior to the filing of a notice of lis pendens and/or the issuance of a notice of default. If the building is found to be vacant, or if the lot shows evidence of distress, it shall be deemed abandoned and the mortgagee shall, **within ten (10) days of the inspection, register the abandoned property with the City of Sunrise Code Enforcement Division.** Among other things, Chapter 17 establishes the responsibilities for mortgagees concerning registration, maintenance and security of abandoned properties. As part of the maintenance you are required to inspect the property on a bi-weekly basis.

Attached is a copy of the registration form to be completed. Please note that the person signing the form must have their information notarized. Please return the original registration form to the City of Sunrise, Code Enforcement Division/Foreclosures, 1601 NW 136 Avenue, Bldg. A., Sunrise Florida 33323. An annual registration fee is required for each abandoned property and a separate application is required for each abandoned property. **The annual registration fee is \$150.00 per property, shall correspond to the fiscal year of the city and renewal of the registration shall be performed prior to October 1st of any year.** Checks should be made payable to the City of Sunrise. The Code Enforcement Division will process all applications and may inspect the properties on a regular basis to ensure compliance with Chapter 17.

The City of Sunrise and the Code Enforcement Division would like to work as partners with the mortgagees on these vacant properties to avoid declining property values in our neighborhoods. The cooperation between the City and your company can provide tremendous help to these neighborhoods during these difficult economic times.

You may also access the Ordinance and registration form on our website at www.sunrisefl.gov.

Please note it shall be unlawful for any foreclosing mortgagee to fail to comply with any provision of this article. The penalty for this offense shall be as provided in section 1-15 of the City Code, Chapter 2 of the Code, and F.S. Ch. 162.

If you have any further questions you can contact our office at (954) 572-2344.

Sincerely,

A handwritten signature in blue ink, appearing to read "Kimberley A. Sibner", is written over a light blue horizontal line.

Kimberley A. Sibner
Assistant Director
Community Enhancement and Code Compliance Division

REGISTRATION OF ABANDONED PROPERTY (continued)

It is the purpose and intent of the City of Sunrise to establish a process to address the amount of abandoned properties located within the City. It is the City’s further intent to specifically establish an abandoned property program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties. [Chapter 17, Section 17-26]

- 1. [Section 17-29] Registration of Abandoned Property: Mortgagee who holds a mortgage on a building or lot must perform an inspection of the property prior to the filing of a notice of lis pendens and/or the issuance of a notice of default. **If the building is found to be vacant, or if the lot shows evidence of distress, it will be considered abandoned and the mortgagee has ten (10) days from the inspection to register the property with the City of Sunrise Code Enforcement Division. An annual registration form is required for each vacant property.**
- 2. If the property is occupied but remains in default, it shall be inspected by the mortgagee monthly or if the property is vacant or shows signs of vacancy it shall be considered abandoned property and the property must be registered with the City of Sunrise. Any foreclosing mortgagee that has registered must report any change of information to the City of Sunrise Code Enforcement Division within ten (10) days of the change.
- 3. [Section 17-31] Maintenance Requirements and Remedies: Abandoned properties shall be maintained in accordance with the City of Sunrise Code and in a secure manner.

Failure of the foreclosing mortgagee to properly maintain the abandoned property may result in the issuance of a citation or notice of violation/notice of hearing; abatement of nuisances on the property in accordance with Chapter 9 and any other remedy or legal proceeding available to the City of Sunrise.

REGISTRATION FORM COMPLETED BY: _____ TITLE: _____
(Print Name)

SIGNATURE: _____ DATE: _____

STATE OF FLORIDA
COUNTY OF BROWARD

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day
of _____, 20____, by _____.

Signature of Notary Public – State of Florida

Print, type or stamp commissioned name of Notary Public

Personally Known OR Produced Identification

Type of Identification Produced _____

Please contact the City of Sunrise Code Enforcement Division at (954)572-2352, email: BTRdocuments@sunrisefl.gov or 10770 W Oakland Park Blvd, Sunrise, FL 33351 with any questions regarding registration of abandoned property.

INTERNAL USE ONLY

Annual Registration Fee \$150.00 per property paid _____, by _____, _____
(Date) (Method of payment) (Check #)