Registration Form for Defaulted or Foreclosed Property

Instructions:

A. One (1) completed form is required for each individual property.

B. Complete this Registration Form and submit via email as a pdf to the PVPO Administrator at: DSDCEDPVPO@sandiego.gov.

C. Invoices for required fee payments will be mailed after the Registration Form is processed. Submit required fee payments to the City Treasurer as directed on the City-issued Invoice.

QUESTIONS?   www.sandiego.gov/ced/zoning/pvpo.shtml
PVPO Administrator: DSDCEDPVPO@sandiego.gov; (619) 236-5500

San Diego Municipal Code, Chapter 5, Article 4, Division 11: Registration of Defaulted or Foreclosed Residential Properties

This information is available in alternative formats upon request.

PROVIDE ALL INFORMATION AS SPECIFIED

Date: _____

Year of Registration: _____

Defaulted/Foreclosed Property Address: _____

City: San Diego   State: CA   Zip Code: _____

Assessor's Parcel No.: _____

Structure Type: _____

Please specify Designated Contact for registration renewals and payments:

Company Name: _____   Type: _____

Company Address: _____

City: _____   State: _____   Zip Code: _____

Contact Name: _____

Email Address: _____

Contact Phone No.: _____

Any changes to the information provided on this registration, including change of title, shall be reported in writing within 10 days of the change to the Code Enforcement Division. Refer to www.sandiego.gov/ced/zoning/pvpo.shtml for more information.

Questions? Contact the PVPO Administrator: DSDCEDPVPO@sandiego.gov; (619) 236-5500

Notice of Default:

Notice of Default Document Recording No.: _____   Recordation Date: _____

If rescinded, provide: Document Recording No.: _____   Recordation Date: _____

The responsible party for a property in default, shall register the property within 10 calendar days of issuing a Notice of Default (SDMC Section 54.1107).

Foreclosure Sale/Trustee Sale:

Has a Trustee's Deed Upon Sale been recorded? _____

If "yes," provide: Trustee Sale Document No.: _____   Recordation Date: _____

Did the Beneficiary acquire title to the property at the Trustee Sale? _____

All previously-registered properties that remain in the foreclosure process or real estate owned (REO) MUST be re-registered and the renewal fee paid each calendar year by January 31st of each year. See www.sandiego.gov/ced/zoning/pvpo.shtml for further information.

Beneficiary: *(NOTE: The Beneficiary is not the servicing agent, the trustee or the trustor.)*

Beneficiary Name: _____

Beneficiary Mailing Address: _____

City: _____   State: _____   Zip Code: _____

E-mail Address: _____

Contact Phone No.: _____   Phone Ext: _____

Designated Agent: *(as defined by* SDMC Section 54.1102*)*

Designated Agent: _____

Designated Agent Contact Name: _____

Designated Agent Mailing Address: _____

City: _____   State: _____   Zip Code: _____

Designated Agent Email Address: _____   Contact Phone No.: _____

Are you the Beneficiary or the Designated Agent? _____

[The City will prepare the invoice based on your answer to the above question; i.e., if you are the Beneficiary, the City will name the Beneficiary on the Invoice, but the invoice will be mailed to the Designated Contact on Page 1.]

Manager Information:

Property/Asset Manager: _____

Contact Name: _____

Contact Cell Phone No: _____

Contact E-mail Address: _____

Property Manager Mailing Address: _____

City: _____   State: _____   Zip Code: _____

Property Status:

Is the property currently vacant? _____   If yes, provide Statement of Intent

If "no," is the Property: _____

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NC-93 (12/2018)