



COLTON POLICE DEPARTMENT

Code Enforcement Division

650 N. La Cadena Drive
Colton, California 92324
(909) 370-5114 FAX (909) 370-3596
register@ci.colton.ca.us

Registration Form for Abandoned or Distressed Property City of Colton Municipal Code Section 8.05

Complete Registration Form for each Property & Return Completed Form with Applicable Fee
Fee Is Not Required for Changes of Information on Currently Registered Properties

Property to be registered:			
Address		Unit	
City		CA	Zip Code
Assessor Parcel Number (APN)	Notice of Default: <i>(If Available)</i>	Recordation #	Date

Lender/Lien Holder:			
Company/Organization Name		Contact Person	
Address		Unit	
Phone #	Email Address		

Property Manager:		
Company/Organization Name		Business License #
Contact Person	Business Phone #	24 Hour Phone #

Additional Information: PLEASE MARK ALL THAT APPLY

- Initial registration for this property, fee of \$150.00 is enclosed. (No fee for changes of information only.)
- Annual renewal for a previously registered property, renewal fee of \$75.00 is enclosed. (No fee for changes of information only.)
- Notice of Default has been recorded with the County Recorder's Office, and the recordation # and date is included above.
- Notice of Default has been submitted to the County Recorder's Office, but the recordation # is not yet available.
- Information update for a currently registered property. PLEASE CIRCLE SECTION(S) ABOVE THAT REFLECT CHANGES.



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Distressed & Abandoned Property Registration

When should a property be registered?

Registration is required if a property located within the City of Colton is in default or foreclosure, or is “bank owned”, and becomes vacant or shows signs of vacancy. The beneficiary and trustee under a deed of trust shall perform an inspection of the property prior to recording a Notice of Default. Inspections must be performed monthly until either default/foreclosure is remedied or the property becomes vacant or shows signs of vacancy. Once a property becomes vacant or shows signs of vacancy, the trustee is responsible for maintenance and to register the property with the city. Please refer to Colton Municipal Code section 8.05 for additional requirements and details.

How much are the Fees?

Registration is required annually and runs with the calendar year and is not pro-rated. Initial registration fees are \$150 per property. Annual registration renewal fees of \$75 per property are due January 1 of each year.

How to register an Abandoned Properties

Verify the property is located within the City of Colton. Determining jurisdiction is the responsibility of the trustee or beneficiary. Refunds will not be made for incorrect filings. If you are uncertain the property is within City of Colton jurisdiction, please contact our office to verify the address. Complete the property registration form along with your designation of a local property maintenance contact person and return to our office along with the payment of fees. If you have multiple properties to register in our city, please contact us at register@ci.colton.ca.us and we will send to you an electronic form to register multiple properties. Registration is not complete until payment is received.

How to Submit Registrations and Payment Options

For your convenience we accept registrations by US Mail, Email, Fax, or In-Person.

- **US Mail** – Mail the completed registration form with a check payable to City of Colton for the total calculated amount (\$150 registration fee per property) to Code Enforcement, 650 N. La Cadena Drive, Colton, CA 92324
- **Email** – Email the completed registration form to register@ci.colton.ca.us The \$150 registration fee can be paid by phone using a MasterCard or Visa by calling (909) 370-5114, Mon -Thurs during business hours.
- **Fax** – Fax the completed registration form to (909) 370-3596. Once your Fax is received, the \$150 registration fee can be paid by phone using a MasterCard or Visa by calling (909) 370-5114, Mon -Thurs during business hours.
- **In-Person** – Bring the completed registration forms to the Colton Police Department Main Station located at 650 N. La Cadena, Colton, CA 92324, Mon -Thurs during business hours. The \$150 registration fee can be paid by either cash, check, MasterCard or Visa.

We are here to assist!

For property registration questions, please email us at register@ci.colton.ca.us or call (909) 370-5114



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For downloadable forms, or a copy of the ordinance, please visit <http://www.coltonpd.org/property.html>