



CITY OF SOUTH EL MONTE

FORECLOSURE MANAGEMENT DIVISION

FORECLOSED RESIDENTIAL PROPERTY REGISTRATION APPLICATION

City of South El Monte

1415 N Santa Anita Avenue
South El Monte, California 91733

(626) 579-5001

City of South El Monte
Foreclosure Management Division
foreclosure@soelmonte.org

Building Division Application No.: _____

**Date Application Accepted
By CityManager/Designee:** _____

City Inspector: _____

**Date Copy of Application Provided
to Beneficiary:** _____

Neighbor Contact No. 1: _____

Phone No.: _____

Neighbor Contact No. 2: _____

Phone No.: _____

Special Conditions Added

By City of South El Monte:

- Yes
- No

(Space Above Line For Use By City)

CITY OF SOUTH EL MONTE FORECLOSED RESIDENTIAL PROPERTY REGISTRATION APPLICATION

The City of South El Monte (the “City”) has enacted Chapter 8.31 of the South El Monte Municipal Code (SEMMC)

... to establish a foreclosure of residential property registration program as a mechanism to protect neighborhoods from becoming blighted through the lack of adequate maintenance and security of properties in foreclosure or abandoned or unoccupied residential properties which are being held by a beneficiary following the completion of a foreclosure proceeding, pending sale by the beneficiary or pending lease by the beneficiary and occupancy of the unoccupied residential structure.

If the beneficiary or holder of a mortgage security interest in residential property subject to lien foreclosure proceedings (the “Beneficiary”) or any other interested person, including the Declarant identified in Part 16 of this Application, has any question regarding the City’s Registration of Properties in Foreclosure Program, please contact Foreclosure Management Division for the City of South El Monte at (626) 579-5001 or send an email to foreclosure@soelmonte.org and put into the email subject line the words “Foreclosed Property Inquiry”.



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- This Foreclosed Residential Property Registration Application (the “Application”) shall be deemed to be complete by the City when the information required below has been provided to the City, the registration fee amount set forth in Part 17 below, has been paid to the City and the City Manager/Designee of the City has accepted this Application, as indicated at Part 18, below.

A complete Application and the accompanying fee should be delivered to the Foreclosure Management Division at South El Monte City Hall, 1451 N. Santa Anita Avenue, South El Monte, California 91733.

The information set forth below in this Application needs to be provided to the City by the Beneficiary, or the agent of the Beneficiary, to initiate the foreclosed property registration process with the City.

1. **Street Address of the Property:**

2. **Los Angeles County Assessor Parcel Number for the Property:**

3.a. **Los Angeles County Recorder’s Notice of Default Date:**

3.b. **Los Angeles County Recorder’s Notice of Rescission Date (attach evidence):**

Twenty-Four Hour Phone Contact Information: _____

If the City has any question regarding the Property or this Application who should the City contact by telephone?

Print name of Application contact individual

Print telephone number of Application contact individual

Email address



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4. (A) **Name, Address and Phone/Email Contact for Beneficiary/Lender in Foreclosure:**

Beneficiary Email Address: _____

- (B) **Name, Address and Phone/Email Contact for Trustor (If known):**

Trustor Email Address: _____

- (C) **Name, Address and Phone/Email Contact for Renter/Occupant (If known):**

Renter/Occupant Email Address: _____

5. (A) **Beneficiary Telephone Contact Information:**

- (B) **Trustor Telephone Contact Information:**

- (C) **Renter/Occupant Telephone Contact Information:**



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6. Foreclosed Property Mortgage Description:

Beneficiary Loan Identification Number: _____

Date of Deed of Trust; and _____

Original Principal Amount of Mortgage \$ _____

7. Date of Initial Default Inspection of the Property (SEE: SEMMC Section 8.31.020(A)):

Date of the initial default inspection of the Property unknown at time of submission of the Application

8. Date of Default Inspection Which Confirmed Property to Be Vacant or Abandoned/Date When Beneficiary Believes Property Became Vacant or Abandoned (SEE: SEMMC Section 8.31.020(B)):

Date of such default inspection of the Property unknown at time of submission of Application

9. Name, Address and Phone/Email Contact for Foreclosure Trustee:

Phone Number: _____

Trustee Email Address: _____



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10. **Name, Address and Phone/Email Contact For Property Management Service For Inspections (SEE: SEMMC Section 8.31.020):**

Name _____

Address _____

Phone _____

Property Manager Email Address: _____

11. **Other Contact Person(s) (Specify Relationship to Beneficiary, Trustee, Property Manager or Real Estate Broker):**

Contact Person(s) _____

Phone Number: _____

Other Contact Person(s) Email Address: _____

12. **At Time of Submission of Application, has the Property Been Posted By Beneficiary as required by SEMMC Section 8.31.060.**

- Yes
 No {If "No", indicate estimated date by which the required Beneficiary contact notice will be placed on Property: _____}

13. **Photographs of Front, Rear and Side-yards of Property and indicate Date on Each Photograph**

- Photos attached by Declarant
 Photos to follow within seven (7) days of submission of the Application by Declarant

14. **Property Maintenance and Security Conditions**

The following paragraphs of this Part 14 of the Application (A)-(G), inclusive are conditions of the registration of the Property with the City under SEMMC Chapter 8.31. The Beneficiary is responsible for compliance with each of the following property maintenance and security conditions as set forth below:



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(A) SEMMC Section 8.31.050 (Minimum Property Maintenance Standards)

“Properties which are abandoned shall be maintained and kept free of weeds, dry bush, dead vegetation, trash, junk, debris, building materials, any accumulation of newspapers, circulars, flyers, notices (except those required by federal, state or local law), discarded personal items including but not limited to furniture, clothing, large and small appliances, printed material or any other items that give the appearance that the property is abandoned.

Such property shall be maintained free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.

In general, the maintenance of abandoned or vacant property shall comply with the standards set forth in Section 8.30.030 and HUD Mortgagee Letter 2007-03, dated January 25, 2007, or such other standard as may hereafter be ordered in writing addressed to the beneficiary by the City Manager/Designee.

Adherence to the maintenance and monitoring standard set forth in Section 8.31.050 does not relieve the beneficiary/trustee or property owner of any obligations set forth in any covenants, conditions and restrictions and/or homeowners’ association rules and regulations which may apply to the property.”

{Special Note: the full text of HUD Mortgage Letter 2007-03, may be viewed by interested persons at ww.hud.gov/offices/adm/hudclips/letters/mortgagee}

(B) SEMMC Section 8.31.060 (Minimum Property Security Standard)

“Properties which are abandoned shall be maintained by the beneficiary in a secure manner so as not to be accessible to unauthorized persons. In general, the security of abandoned property by the beneficiary shall comply with the standards set forth in Section 8.30.020, 8.30.030 and HUD Mortgagee Letter 2007-03, dated January 25, 2007, or such other standard as may hereafter be ordered in writing addressed to the beneficiary by the City Manager/Designee.”

(C) SEMMC Sections 8.31.050 & 8.31.060 (Supplemental Requirements for Property Maintenance and/or Property Security)

“In addition to the enforcement remedies established in Chapter 8.30.100, Chapter 8.30.060, and Chapter 8.30.090 of this Code, the City Manager or his or her designee shall have the authority to require the beneficiary/trustee/owner and/or owner of record of any property subject to this Chapter to implement additional maintenance and/or security measures including but not limited to securing any/all door, window or other openings, installing additional security lighting, increasing on-site inspection frequency, employment of an on-site security guard



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or other measures as may be reasonably required to abate and correct the decline of the property.”

- (D) Basic Property Maintenance and Monitoring Guidance at Time of Submission of Application:

Active maintenance and monitoring of each vacant building or structure on each parcel of land shall include all of the following:

- (1) Maintenance of landscaping and plant materials on the parcel of land on which the vacant building is located in good condition.
- (2) Maintenance of the exterior of the building and exterior signage and signage structures, in good condition.
- (3) Regular removal of all exterior trash and debris from the parcel of land on which the vacant building is located.
- (4) Maintenance of the vacant building in continuing compliance with all applicable codes and regulations.
- (5) Prompt removal of graffiti which has been applied to any exterior surface on the vacant building or fencing surrounding the building, including graffiti applied to any sign attached to the vacant building.
- (6) Prevention of criminal activity on the premises (vacant building and/or the parcel of land on which the vacant building is located), including but not limited to use and sale of controlled substances, prostitution and criminal street gang activity.

- (E) Does the Property have a Pool or Spa?

Yes

No

If “YES” describe pool maintenance arrangements to be undertaken by Beneficiary:

- (F) At the time of submission of the Application to the City, the undersigned Declarant (See Part 16, below) on behalf of the Beneficiary, hereby



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certifies that there is no graffiti on any structure, fence, wall or sign on the Property.

By: _____

Print Name: _____

- (G) The City Manager/Designee of the City may, for good cause, add additional property maintenance and security conditions to the Property upon written notice to the Beneficiary at any time after the date of submission of this Application to the City.

15. Number of Dwelling Units on the Property:

- one dwelling unit
- two dwelling units
- three or more dwelling units

16. Name and Contact Information for Person (the “Declarant”) Submitting this Application to the City:

Phone Number: _____

Email: _____



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The undersigned hereby represents and warrants to the City of South El Monte that this Application is submitted to the City on behalf of _____ who is the:

Check each of the applicable boxes below:

- Beneficiary (See Part 4)
- Trustee in foreclosure (See Part 9)
- Property Manager (See Part 10)
- Other _____ (See Part 11)

The undersigned Declarant on behalf of the Beneficiary, whose name, address and contact information appears in Part 4 of this Application, hereby authorizes, requests and gives consent to the City of South El Monte to conduct such regulatory inspections of the Property as set forth in SEMMC Chapter 8.30 and SEMMC Chapter 8.31, from time-to-time as may be indicated.

The undersigned Declarant hereby declares under penalty of perjury that the facts set forth in this Application are true and correct to the best personal knowledge of the Declarant.

Date: _____

By: _____

Print Name of Declarant

Phone Number of Declarant

Email Address of Declarant

17. Fee Schedule

Registration for per Property (per legal parcel)	\$575.00
TOTAL FEE	\$575.00

Additional costs for inspections or other specific City response costs relating to the Property in excess of the foreclosed residential property program requirements set forth in the City Fee Report, dated November 13, 2012, are the responsibility of the Beneficiary to pay the City shall be paid within thirty (30) days following the date of an invoice from the City. Charges shall be



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applied: (i) at the rate of \$60.00 per hour for such additional City services, rounded to the half hour for City employee time, plus 20% of such additional hourly cost, as City indirect overhead expense recovery; and (ii) for third party service costs (e.g., pool maintenance, property security, window replacement and the like) at the City's direct cost for the third party services if any, plus 20% for such third party costs incurred as indirect City overhead expense recovery.

NOTE: ALL RESIDENTIAL PROPERTY SOLD OR TRANSFERRED IN THE CITY IS SUBJECT TO THE SEPERATE REAL PROPERTY INSPECTION PROGRAM OF THE CITY UNDER SEMMC SECTION 8.30.070. CONTACT THE CITY OF SOUTH EL MONTE, BUILDING DIVISION FOR MORE INFORMATION REGARDING THE INSPECTION OF THE PROPERTY PRIOR TO SALE OR TRANSFER UNDER THIS SEPARATE PROGRAM.

18. ACCEPTANCE OF APPLICATION BY THE CITY OF SOUTH EL MONTE

The undersigned hereby deems this Application to be complete, and accepts this Application for registration of the Property on behalf of the City of South El Monte.

Date: _____

By: _____

APPLICATION NOTES FOR CITY BELOW: