



CITY OF WEST COVINA

COMMUNITY ENHANCEMENT DIVISION

FORECLOSURE MANAGEMENT UNIT

FORECLOSED PROPERTY ORDINANCE

PROGRAM INFORMATION

On November 20, 2012, the West Covina City Council passed the *Registration, Maintenance, and Security of Properties in Foreclosure Ordinance* (Ordinance No. 2238) as an amendment to Chapter 15 of the West Covina Municipal Code by the addition of Article XIII. The Registration of Properties in Foreclosure Program is established as a mechanism to protect neighborhoods from blight resulting from the foreclosure crisis and unmaintained properties.

IF I WANT TO FILE A COMPLAINT ABOUT A PROPERTY, WHO DO I CALL?

To report blighted properties call the Community Enhancement Division, Foreclosure Management Unit line at (626) 939-8785 or email at foreclosure@westcovina.org.

HOW DO I REGISTER A FORECLOSED PROPERTY WITH THE CITY OF WEST COVINA?

The registration requirements of the Registration, Maintenance and Security of Properties in Foreclosure Ordinance may be satisfied by providing the City of West Covina with **contact information including street address and telephone number** of the person(s) directly responsible for the property in foreclosure. If the responsible person(s) are located "Out of Area", the **contact information, including street address and phone number**, for the staff of any property management or property preservation company responsible for the security, maintenance, and marketing of the property must also be provided.

Such person(s) must be empowered to:

- (1) Comply with code enforcement orders issued by the City,
- (2) Provide a trespass authorization upon request of local law enforcement authorities if the property is unlawfully occupied,
- (3) Conduct monthly inspections while in foreclosure and occupied, and weekly inspections of the property if it is vacant.



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(4) Accept rental payments from tenants of the property if no management company is otherwise responsible for receipt of rents.

Lenders who register a property with the City of West Covina must report any change of information contained in the registration to the Foreclosure Management Unit of the Community Enhancement Division within ten (10) days.

WHAT ARE THE REGISTRATION FEES?

An annual registration fee in the amount of **\$375.00** shall be paid to the City of West Covina, Attention: Community Enhancement Division at the time of registration. 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 31st of the year due. **Registration fees will not be prorated.**

WHO IS AFFECTED BY THIS ORDINANCE AND WHEN IS THE EFFECTIVE DATE?

Any lender (or beneficiary or trustee who holds or has an interest in a deed of trust) on a property in foreclosure located within the City of West Covina must register that property with the Community Enhancement Division. The Registration of Properties in Foreclosure Program applies to each notice of default recorded on or after December 20, 2012. Therefore, any lender who issues a Notice of Default after December 20, 2012, must register such property with the City of West Covina **within thirty (30) calendar days** of the recordation of the Notice of Default. A lender who has issued a Notice of Default **prior** to December 20, 2012, and the foreclosure action has not been rescinded or terminated, must register the property in foreclosure with the City of West Covina Community Enhancement Division **within thirty (30) calendar days** following the effective date of this Ordinance, which is **December 20, 2012**.

WHAT ARE THE PENALTIES IF I FAIL TO REGISTER?

If the City of West Covina determines that a lender has failed to register the property, the City will provide written notification to the lender of their failure to comply with this ordinance. If the lender fails to comply within fifteen (15) days of the City's written notification, **the lender shall be liable to pay a penalty in the amount of \$100.00 for the first violation, \$200.00 for the second violation, \$500.00 for the third violation and each subsequent violation until the violation is corrected.**