



Charlotte County Community Development Department
18400 Murdock Circle, Port Charlotte, FL 33948 | 941.743.1201
BuildingConstruction@CharlotteCountyFL.gov

Vacant Property Registration Program Form

Registration Date: _____

All properties meeting the criteria of **abandoned & vacant** located within Charlotte County must be registered annually in the Abandoned & Vacant Property Program. Failure to comply with the requirements of this program shall be a violation of Section 1-1-15 Charlotte County Code and subject to enforcement action in accordance with Chapter 162, Florida Statute. **Any work performed on a vacant or abandoned property must be properly permitted as required by Section 3-2-27, Charlotte County Ordinance, and a licensed contractor(s) must be hired to do the work.**

Who is required to register?

1. Any owner who has abandoned or intends to abandon real property shall immediately register the property with the County. Registration fees will be waived for single family homeowners who resided in the home until the property was vacated for the first year of registration.
2. Upon the filing of a Notice of Lis Pendens or an action to foreclose upon a mortgage or other similar instrument of debt, the holder of said mortgage or other debt instrument shall immediately register the property with the County and **provide documentation showing property is under current notice of default.**

Fees

- \$150.00 first-year registration (not pro-rated; renewal is due every 12 months on the original registration date)
- \$250.00 buildings that have been vacant two (2) years
- \$500.00 buildings that have been vacant three (3) years
- \$1000.00 buildings that have been vacant four (4) years
- \$2000.00 buildings that have been vacant five (5) years
- \$4000.00 buildings that have been vacant six or more (6+) years

Address: _____ Commercial or Residential Property?: Commercial Residential

Parcel ID #: _____ Section: _____ Lot: _____ Block: _____

Name of Property Owner: _____ Telephone: _____

Email: _____

MORTGAGEE INFORMATION

Name of Contact: _____ Name of Mortgage Company: _____

Address of Mortgage Company: _____

Telephone: _____ Email: _____

RESPONSIBLE PARTY INFORMATION

A "responsible party" shall be: The owner of record or the mortgage holder of a vacant structure/parcel of real property. Both the owner and the mortgage holder may submit application for vacant property. Any responsible party may designate a property management or maintenance company to perform any required maintenance of the property on behalf of the responsible party. This designation can be attached to the application and should contain contact numbers for the maintenance company.

Who is the responsible party? Please check one. Owner Mortgagee Property Manager

If the responsible party is the owner, have you been living in the house for one year prior to the registration of the property? Yes No

Name of Responsible Party (if different from above owner/mortgagee information): _____

Telephone: _____ Email: _____