



Planning and Development Management Division

**CODE ENFORCEMENT SECTION**

1 North University Drive • Box #102A • Plantation, Florida 33324 • 954-831-4000 • broward.org/planning

**Abandoned/Vacant Real Property Registration  
Application Instructions and Information**

**Overview**

All properties located in the Broward Municipal Services District (BMSD) and other unincorporated areas in Broward County that are vacant **and** in the stages of foreclosure or are "bank owned" must be registered. (*Chapter 39, Article X ½, Broward County Code of Ordinances*)

**Inspection**

Prior to a Notice of Default being issued, an inspection of the property is required by the mortgagee/lender. Inspections must be performed monthly by the mortgagee/lender until the foreclosure is remedied by the mortgagor/owner or the property becomes vacant or shows signs of vacancy. Once a property becomes vacant, the mortgagee is required to register the property with Broward County within ten days of the inspection and immediately secure and maintain the property.

**Registration**

Verify the property is located in the BMSD or an unincorporated area. If uncertain, you should research the property [online](#) with the Broward County Property Appraiser. Upon verification, complete the registration form and have it notarized. A registration form is required for each property to be registered. **Determining jurisdiction and proper filing is the responsibility of the mortgagee or beneficiary; refunds will not be made for incorrect filings.**

**Registration Fee**

Annual Registration Fee .....\$150



Annual registration fee is due by October 1<sup>st</sup> of each year. The registration fee is not prorated.

***All fees are non-refundable***

**Payment Methods**

- **Check or Money Order:** Make checks or money orders payable to: *Broward County Board of County Commissioners*
- **Credit Card:** Complete an authorization form

***Return the completed, notarized registration form and payment to the Division address above.***



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**New Registration**

**Renewal**

**Date of Initial Inspection** \_\_\_\_\_

<b>Property Information</b>				
Property Address <i>(Street)</i>		Subdivision		Zip
Property ID/Tax Folio #		Lis Pendens Recordation		
		<b>Book and Page</b>		<b>Date Filed</b>
<b>Mortgagee Information</b>				
Mortgagee/Assignee/Trustee/Owner Name				
Mailing Address		City		State   Zip
Phone	Fax		Email	
Mortgagee Contact Person		Mobile Phone		
Phone	Fax		Email	
Foreclosure Attorney Name				
Address		City		State   Zip
Phone	Fax		Email	
<b>Local Property Management Information</b> <i>(if Mortgagee is out of area, a Corporation, Limited Partnership or LLC)</i>				
Local Contact/Property Management Company Name <i>(Responsible for security and maintenance of this property)</i>				
Address		City		State   Zip
Phone	Fax		Email	
24 Hour/Emergency Contact Name			24 Hour Phone	
Phone	Fax		Email	

**Abandoned/Vacant Real Property Registration and Certification Program**

**Broward County Code of Ordinances  
Chapter 39, Article X½**

**Section 39-140: Purpose and Scope**

It is the purpose and intent of the Broward County Board of County Commissioners to establish a process to address abandoned and vacant residential real property located within the unincorporated areas of Broward County. It is the County/s further intent to specifically establish the Abandoned/Vacant Real Property Registration and Certification Program as a mechanism to protect unincorporated residential neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned and vacant properties.

**Section 39-143: Registration of Abandoned and Vacant Real Property**

- (a) Upon default by the mortgagor, any mortgagee holding a mortgage on residential real property located within the unincorporated areas of Broward County shall perform an inspection of the property that is the security for the mortgage prior to the issuance of a notice of default. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the mortgagee shall, within ten (10) days of the inspection, register the property with the Division on forms provided by the Division.
- (b) If the property is occupied but remains in default, it shall be inspected by the mortgagee, or designee, monthly until: (1) the mortgagor or other party remedies the default; or (2) it is found to be vacant or shows evidence of vacancy at which time it is deemed abandoned and the mortgagee shall, within ten (10) days of the inspection, register the property with the Division on forms provided by the Division.
- (d) A nonrefundable annual registration fee in the amount of One Hundred Fifty Dollars (\$150) per property shall accompany the registration form(s) pursuant to this article. The annual registration fee shall correspond to the fiscal year of the County and the renewal of the registration, along with the payment of the annual fee, shall be completed prior to October 1st of any year. The renewal of the registration, with its accompanying fee, shall be the responsibility of the mortgagee and a failure to do so in a timely manner shall subject the mortgagee to code enforcement action pursuant to Chapter 8½ of the Broward County Code of Ordinances.

**Section 39-144 and Section 39-145: Maintenance and Security Requirements**

Properties shall be maintained and secured in accordance with the Broward County Code or Ordinances.

All violations of Chapter 39, Article X½ may be subject to the minimum civil penalty of **\$250** for the first offense and **\$500** for subsequent violations. **Chapter 8½ -16(a)**

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Print Name \_\_\_\_\_ Title \_\_\_\_\_

**NOTARY PUBLIC**

**STATE OF FLORIDA**  
**COUNTY OF \_\_\_\_\_**

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

(Notary Seal)

\_\_\_\_\_  
(Signature of Notary Public-State of Florida)

\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_