

The City of San Diego Abandoned Properties

STATEMENT OF INTENT

Owners of abandoned properties are required to file a written Statement of Intent with the City which proposes a rehabilitation plan and timeline to return properties to productive use. Your failure to submit a Statement of Intent for approval will result in the assessment of a quarterly civil penalty per property (San Diego Municipal Code Section 54.0315).

Mail or Email the completed Statement of Intent form to:

Abandoned Property Coordinator, 1222 First Avenue, 5th Floor, MS 511, San Diego, CA 92101-4101

Email DSD-CEDAbandonedProp@sandiego.gov per San Diego Municipal Code 54.0313

PROPERTY INFORMATION

Property Address: _____

Parcel Number: _____ Date Abated: _____

OWNERSHIP INFORMATION

Property Owner

Name: _____

Street: _____

City/State/Zip Code: _____

Telephone: (____)_____ Cellphone: (____)_____ Email: _____

Responsible Party (check one) ☐ Owner, listed above ☐ Other, see below

The Responsible Party is the person in charge or control of the structure who is not the owner (i.e. property manager, conservator, trustee, etc.)

Name / Relationship to Property: _____

Street: _____

City/State/Zip Code: _____

Telephone: (____)_____ Cellphone: (____)_____ Email: _____

Lien Information

Lien Holder(s): _____

Loan Number: _____

Abandoned Properties are required to file a Letter of Agency with San Diego Police Department every 6 months

NC-184 (4-17)

PLAN AND TIMELINE FOR LAWFUL OCCUPANCY

Plan for Maintenance During Vacancy

Please use the space below to describe the specific actions to be taken, completion date/timeline and regular maintenance plan, during the period of vacancy per San Diego Municipal Code Section 54.0307.

Maintenance Schedule: _____

Security check schedule: _____

Property Manager/Security Company: _____

Telephone: (____) _____ Cellphone: (____) _____ Email: _____

Rehabilitation Plan

Building permit will be obtained within: _____

Permit completed within: _____

Building Permit #: _____ Completion Date/Timeline: _____

Demolition Plan

Demolition permit will be obtained within: _____

Permit completed within: _____

Building Permit #: _____ Completion Date/Timeline: _____

Plan to actively sell or lease the property within

Listing Date: _____ Asking Price: _____

Listing Location: _____ Attach listing or provide link: _____

Agent Name: _____ Phone: _____

Asking Price: _____ Appraised Value: _____

(If appraised value is not available, please give purchase price and date of purchase.)

I give the City permission to provide interested parties with listing information

The property is in escrow and is anticipated to close on _____

COMPLETED STATEMENT OF INTENT IS DUE BY _____

I hereby represent and warrant that the information provided in the Statement of Intent is true, complete and accurate to the best of my knowledge. Should any of the information contained in this Statement of Intent change, **I will notify the City of San Diego within 15 days of the change.** I also understand that it is my responsibility to regularly monitor the property while it is vacant to keep it clean, secure and free from graffiti, trash, weeds and debris.

Signature of Property Owner/Responsible Party Date

Print Name of Property Owner/Responsible Party

The Code Enforcement Division may periodically reinspect an abandoned property to ensure compliance. Be advised that a reinspection fee to recover costs may be assessed against the responsible person for costs, reinspection and monitoring (per Division 3 Article 4 Chapter 5 of the San Diego Municipal Code). Reinspection fees are assessed in accordance with San Diego Municipal Code, Section 13.0103. Current reinspection fees range from \$264 to \$295. The City of San Diego's User Fee Schedule is available at: <https://www.sandiego.gov/city-clerk>.

Attach any additional documents and information regarding the rehabilitation plan of your abandoned property.

This information is available in alternative formats upon request.