



# CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Room 401, Lynn City Hall, Lynn, MA 01901 Tel: (781) 598-4000 Fax: (781) 477-7031

## ABANDONED AND FORECLOSED PROPERTY REGISTRATION FORM

### PROPERTY INFORMATION

Address: \_\_\_\_\_

Map, block & lot (parcel #): \_\_\_\_\_

Square Footage of Building: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Sprinkler System: Yes \_\_\_ No \_\_\_ (Operational yes/no)

Stand Pipe System: Yes \_\_\_ No \_\_\_ (Operational yes/no)

Fire Detection System: Yes \_\_\_ No \_\_\_ (Operational yes/no)

**DATE OF FORECLOSURE/ASSIGNMENT OF MORTGAGE:** \_\_\_\_\_

**OCCUPANCY STATUS:** \_\_\_\_\_ Vacant \_\_\_\_\_ Occupied, pending eviction \_\_\_\_\_ Occupied

**PLAN FOR PROPERTY:** Please check which applies.

1. \_\_\_ The building is to be demolished.
2. \_\_\_ The building is to remain vacant.
3. \_\_\_ The building is to be returned to appropriate occupancy or use.

**IS THE PROPERTY LISTED FOR SALE?** Yes \_\_\_ No \_\_\_

If yes, Real Estate Agency: \_\_\_\_\_

Address: \_\_\_\_\_ Tel. No. \_\_\_\_\_

### **OWNER(S) OF RECORD**

Owner: \_\_\_\_\_ Address: \_\_\_\_\_

Tel. No. \_\_\_\_\_ E-mail: \_\_\_\_\_

### **CONTACT PERSON/REGISTERED PROPERTY MANAGER**

Name: \_\_\_\_\_

Primary Address (No P.O. Box) \_\_\_\_\_

Business Tel. #: \_\_\_\_\_ Non-Business Tel. #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Emergency Telephone # - 24hr/day \_\_\_\_\_

### **SIGNATURE OF OWNER(S)/OWNERS AGENT:**

\_\_\_\_\_  
DATE: \_\_\_\_\_

\_\_\_\_\_  
DATE: \_\_\_\_\_

REGISTRATION FEE \$300.00 \_\_\_\_\_ Cash/Money Order/Cert. Bank Check

All owners including banks and mortgage companies must register abandoned and/or foreclosing residential and commercial properties with the Director of Inspectional Services.

\*\*All property registrations are valid for one year. An annual registration fee of Three-hundred (\$300.00) dollars must accompany the registration form. Upon renewal, applicant must certify whether the foreclosing and/or foreclosed property remains abandoned or not.

Once the property is no longer abandoned or is sold, the owner must provide proof of sale or written notice of occupancy to the Director of the Inspectional Services Department.

### **ENFORCEMENT & PENALTIES**

Failure to initially register with the Director is punishable by a fine of three hundred dollars (\$300.00) each day being a separate offense.

Failure to maintain the property is punishable by a fine up to three hundred dollars and not cents (\$300.00) for each month the property is not maintained.

Violations of this chapter shall be treated as a strict liability offense regardless of intent.

### **MAINTENANCE REQUIREMENTS**

Properties subject to this section must be maintained in accordance with all applicable Sanitary Codes, Building Codes, and local regulations. The local owner or local property management company must inspect and maintain the property on a monthly basis for the duration of the abandonment.

- The property must contain a posting with the name and 24-hour contact phone number of the local individual or property management company responsible for the maintenance. This sign must be posted on the front of the property so it is clearly visible from the street.
- Adherence to this section does not relieve the property owner of any applicable obligations set forth in Code regulations, Covenant Conditions and Restrictions and/or Home owners Association rules and regulations.

**THE COMPLETE ORDINANCE CAN BE FURNISHED UPON REQUEST TO THIS OFFICE.**

**Inspectional Services Department, Room 401,  
3 City Hall Square, Lynn, MA 01901 (781) 598-4000**