



**City of Soledad**  
**Community Development Department**  
**Registration Form for Abandoned Residential Property**

Please fill out the information requested below and deliver this form to the Community Development reception desk or mail to the Community Development Department, City of Soledad, 248 Main St, Soledad, CA 93960

Registered Residence Address: \_\_\_\_\_

City of Soledad, 93960

Assessor Parcel Number: \_\_\_\_\_

Notice of Default Recordation # \_\_\_\_\_

(Please attach copy to this form)

Beneficiary/Trustee: \_\_\_\_\_

Contact: \_\_\_\_\_ Contact Phone: (\_\_\_\_) \_\_\_\_\_

Beneficiary/Trustee Holder Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_

Property Manager: \_\_\_\_\_ Business License # \_\_\_\_\_

Contact: \_\_\_\_\_ 24 Hour Phone #: (\_\_\_\_) \_\_\_\_\_

Property Management Company Local Mailing Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Standard Annual Fee: \$150.00 Please check one:  New registration  Renewal registration

An annual registration fee shall accompany this registration form. 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 1<sup>st</sup> of each year and must be received no later than January 31<sup>st</sup> of the year due. Registration fees will not be prorated. [SMC 9.07].

Initiated By:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name and Address

It is the purpose and intent of the City of Soledad City Council, through the adoption of this Chapter, to establish an abandoned residential property registration program as a mechanism to protect residential neighborhoods from becoming blighted through the lack of adequate maintenance and security for abandoned properties.

**Owner Responsibility under City of Soledad Municipal Code Chapter 9.07:**

Within ten (10) days of the purchase and/or transfer of a loan/deed of trust secured by residential property, the new beneficiary/trustee shall record, with the Monterey County Recorder's Office, an Assignment of Rents.

If the property is vacant or abandoned, the beneficiary/trustee shall register the property with the City using this form within ten days of transfer, vacancy or subsequent vacancy. [SMC 000.00].

Maintain the property on a weekly basis. [SMC 9.07.050].

Secure the property [SMC 9.07.060].

Properties shall be maintained by the beneficiary, trustee, owner. If the Property is owned by a corporation. Firm or out of area owner, a local management company shall be contracted to perform at minimum bi-monthly inspections

Copy of the full ordinance by contacting: [codeenforcement@cityofsoledad.com](mailto:codeenforcement@cityofsoledad.com)

This form is available at the Monterey County Courthouse and is to be recorded with the Monterey County Recorders Office

Recordation of Assignment  
of Beneficial interest

Purpose: this form is to assign or transfer ownership rights, beneficial interests, equitable interest, rents, royalties, profits, vendor/vendee interests, etc. In real property from one party to another

Requirements:

- Name of assignor
- Name of assignee
- Recording references to interest assigned
- Signature of assignor
- Signature of acknowledged