



CITY OF EL CENTRO
COMMUNITY DEVELOPMENT DEPARTMENT
Building and Safety Division – Code Enforcement
1275 W. Main Street, El Centro, CA 92243
Tel. (760) 337-4266 | codeenforcement@cityofelcentro.org
www.cityofelcentro.org/1176/Community-Development

Vacant Property Registration

Chapter 7, Article XX of the El Centro Code of Ordinances requires owners of vacant private property to register the property and maintain current contact information with the City to ensure proper monitoring, in inspection, and accountability for maintenance and security.

VACANT PROPERTY INFORMATION

Property Address: _____ Assessor's Parcel Number (APN) _____
Plan and schedule for maintenance or rehabilitation of the property: _____

PROPERTY OWNER

DESIGNATED AGENT, PROPERTY MANAGER or CONTACT PERSON (if different from Property Owner)

Name:	Name:
Company:	Company:
Phone:	Phone:
Mailing Address:	Mailing Address:
Email Address:	City, State, ZIP:
City, State, ZIP:	Email Address:
Physical Address:	
City, State, ZIP:	

Acknowledgement of Responsibility: The undersigned owner/agent: 1) certifies that the information herein is complete and accurate; 2) assumes responsibility for maintaining and securing subject building in conformity with the City of El Centro Municipal Code and other applicable codes; and 3) acknowledges the responsibility to notify the City in writing within 30 days of any changes to information contained in this registration form. I understand that by providing incorrect information or failure to register, amend, and/or renew registration for a vacant residential building constitutes a failure to comply with the provisions set forth under Chapter 7, Article XX of the El Centro Municipal Code.

Name of Property Owner: _____

Signature of Applicant: _____

Date: _____

PROPERTY REGISTRATION FEE

There is no fee for the initial registration of a property. Annual renewal fees are due on January 1st of each year.

☐ New Registration: No Fee ☐ Change of Information: No Fee ☐ Annual Renewal: \$50

Property registration forms may be submitted via e-mail to: codeenforcement@cityofelcentro.org or mailed to:

City of El Centro
Code Enforcement - Vacant Property Registration
1275 Main Street
El Centro, CA 92243

STAFF USE ONLY

Date Submitted:	Application Fee:	MyGov No:
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Registration Requirements

Owners of vacant property must register the property within 30 days of it becoming vacant and renew the registration annually by January 1. Any changes in ownership, contact information, property manager, or property status must be reported within 30 days. A \$50 registration fee is required for annual renewals. The fee is waived for newly registered properties. Failure to register may result in administrative penalties of \$100 per day, escalating to \$300 to \$500 per day for continued noncompliance.

Inspection Requirements

The owner must have the property inspected monthly. Inspections must ensure the property remains secure and in compliance with City standards. If the owner resides outside of the area, they must identify a designated agent that resides within 25 miles of the property that shall perform inspections and be available as an emergency contact. A designated agent's contact information must be provided to the City.

Maintenance and Security Standards

Vacant properties must be maintained to neighborhood standards and kept free of public nuisance conditions, including:

- Weeds, dry brush, dead vegetation
- Accumulated mail or newspapers
- Graffiti (must be removed or painted over to match the structure)
- Stagnant or unsanitary pool/spa conditions
- Trash, debris, junk, building materials
- Inoperable or abandoned vehicles
- Front and side yards must be maintained consistent with surrounding properties.
- Abandoned personal property

Vacant properties must be secured to prevent unauthorized access. This may include:

- Locking doors and windows
- Boarding openings (short-term only)
- Posting local management contact information (if required)
- Repairing broken openings
- Installing or repairing fencing and gates
- Properties left unsecured or accessible may be considered a public nuisance.

Distressed or Non-Compliant Properties

If a property becomes distressed (e.g., unsecured, dangerous, or in violation of City Code), the owner will be notified and required to rehabilitate the property, typically within 30 days. Once rehabilitated, the owner must provide the City with an Authorization to Enter Property Letter (Penal Code §602).

Failure to comply may result in administrative citations in the amount of \$500 per day (residential) or \$1,000 per day (non-residential)