

# Leon County Development Support and Environmental Management

## Abandoned Property Registration Program, Leon County Code of Laws Article V, Section 14-70

### Frequently Asked Questions

#### **Abandoned Property Registration Program – Frequently Asked Questions.**

This is in regards to Sections 14-70 through 14-77, Leon County Code of Laws, which establishes an Abandoned Property Registration Program within unincorporated Leon County.

#### **Q: When does this become effective?**

**A:** The Ordinance was originally adopted on March 12, 2013 and enforcement will begin on July 12, 2013. Subsequent amendments became effective on December 10, 2013.

#### **Q: What does this Ordinance require?**

**A:** The Ordinance requires that property that is subject to a foreclosure proceeding be registered, and also requires that the mortgagee appoint a local representative. Should a property become abandoned, the local representative must secure and maintain the property, and post a sign at the property to include the name and contact information for the local representative.

#### **Q: Who is required to register?**

**A:** A mortgagee who has initiated a foreclosure action.

#### **Q: Which department should these registrations be sent to?**

**A:** The Board of County Commissioners has designated the Leon County Code Compliance Program to administer this Ordinance to include the processing of registrations, maintaining the data, and enforcement of violations.

#### **Q: What information must be provided on the registration?**

**A:** The Code Compliance Program will make available registration forms which will detail the following required information:

1. The property address and parcel ID number
2. The mortgagee's/owner's name, mailing address, phone number and email address
3. The property manager/agent's name, local mailing address, 24-hour phone number, and email address

#### **Q: What if the property is vacant, but no foreclosure action initiated?**

**A:** Registration is not required. A Lis pendens must have been filed or foreclosure proceedings must have been initiated by the mortgagee.

#### **Q: How often must the property be registered?**

**A:** The initial registration is required to take place within ten (10) days after the property becomes distressed. Registration is good for one (1) year, if the property remains subject to a foreclosure action. After a year, the property must be re-registered.

#### **Q: Is there a cost for registration?**

**A:** Yes, the cost for registering each property located within unincorporated Leon County is \$150.00.

#### **Q: What is the penalty for not registering a property with the County?**

**A:** Violations of the Abandoned Property Registration Program will be handled in the same manner as all other ordinance violations enforced by Leon County Code Compliance Program. The mortgagee will be cited and provided an opportunity to complete the registration process. Continued noncompliance may result in forwarding the case to a hearing before the Code Enforcement Board where fines may be assessed against all properties owned by the violator in an amount not to exceed \$1,000 per day for each day the violation continues.

#### **Q: Who can I contact if I have more questions about this Ordinance?**

**A:** Please call Jo'Toria Snelling at (850) 606-1300 or email [SnellingJ@leoncountyfl.gov](mailto:SnellingJ@leoncountyfl.gov) AND Emma Smith at [SmithE@leoncountyfl.gov](mailto:SmithE@leoncountyfl.gov).

#### **Q: Where can I obtain the registration form and/or mail the registration form and fee?**

**A:** Leon County Development Support and Environmental Management, Attention: Code Compliance Program  
435 North Macomb Street, 2<sup>nd</sup> Floor  
Tallahassee, Florida 32301 [www.leonpermits.org](http://www.leonpermits.org)

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