

Department of Development Support & Environmental Management
Leon County Code Compliance Program
Abandoned Property Registration Program
Leon County Code of Laws Chapter 14, Article VII

Pursuant to Section 14-72(b), Leon County Code of Laws; mortgagees are required to complete a physical inspection within 10 days of filing a lis pendens or initiating a foreclosure action. Please complete the following Affidavit and submit to: Leon County Code Compliance Program, 435 N. Macomb Street, 2nd Fl, Tallahassee, Florida 32301 or via email at CodeCompliance@LeonCountyFL.gov.

LMC# _____

LAP# _____

AFFIDAVIT

I _____, make this affidavit upon personal knowledge:
Print Name

1. The property located at _____ was physically inspected by me
on _____, 20____.
2. On the above date, the referenced property was found to be: Occupied: _____ Abandoned: _____

If property was found to be **occupied**, this Affidavit is complete upon signature. **Please be aware** that Leon County Code of Laws Section 14-72(b)(1) requires **quarterly** inspections of occupied properties to verify occupancy status. Please complete and submit a signed Affidavit to this office within **10 days** of each inspection.

If the property was found to be **abandoned**, please complete numbers 3-5 before signing.

3. I certify that the referenced property meets all security and maintenance standards per Section 14-74. *Maintenance Requirements* of Leon County Code of Laws.
4. I certify that the referenced property has been posted as per the following requirements as set forth in Section 14-73. *Posting Requirements* of Leon County Code of Laws:
 - a. Posting is in a size and font that is legible from a distance of 45 feet.
 - b. Posting is placed on the interior of a window facing the street to the front of the property so that it is visible from the street, OR secured to the exterior of the building/structure facing the street to the front of the property so that it is visible from the street, OR on a stake of sufficient size to support the posting in a location that is at all times visible from the street to the front of the property. Exterior posting is weather-resistant.
5. I certify the above-mentioned posting contains the following language:

THIS PROPERTY IS MANAGED BY _____ AND IS INSPECTED ON A REGULAR BASIS.
THE PROPERTY MANAGER CAN BE CONTACTED BY TELEPHONE AT _____ OR BY
EMAIL AT _____.

Please be aware that Leon County Code of Laws Section 14-72(b)(2) requires that **abandoned** properties be inspected at least once every **60 days**. Please complete and submit a signed Affidavit to this office within **3 working days** of each inspection.

AFFIANT'S SIGNATURE

Date