



City of Aurora
Housing and Community Services Department
15151 E. Alameda Pkwy, Suite 4500 Aurora,
Colorado 80012

REGISTRATION OF ABANDONED RESIDENTIAL PROPERTY

City of Aurora Municipal Code, Chapter 22, Abandoned Residential Property Registration Section 22-641:

It is the purpose and intent of the City of Aurora 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 of abandoned properties.

Summary of Owner Responsibility under the City of Aurora Municipal Code Chapter 22 Section 22-641:

- If the property is abandoned and foreclosure proceedings have begun or the property is owned by a financial institution, the beneficiary must register the property with the City using this form within fourteen (14) days of the discovery of the abandonment.
- Maintain the property on an on-going basis.
- Secure the property.
- Post the property with the property manager's name and 24-hour contact phone number.
- Report to the City any change of address and change of contact information within fourteen days of said change.
- Report to the City the sale of a property and the need to remove a registered property from the City's database.
- Pay required registration fees to the City.

Please note this is a comprehensive ordinance. We recommend you read it in its entirety by downloading a copy at www.auroragov.org/vacantpropertyordinance . You can request a copy of the ordinance be sent to you via regular mail or e-mail by calling 303-739-7280. You can also contact us at neighborhood@auroragov.org.

An annual registration fee of sixty six dollars, and zero cents (\$66.00) shall accompany this registration form. Please note the registration amount is subject to change on January 1st of each year.

Any payments

received after January 1st each year will be subject to the updated cost. 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 1st of each year and must be received no later than January 31st of the year they are due. The City of Aurora is not responsible for notification of expired registration or the need to renew registration. Registration fees will not be prorated. For payment purposes, the City of Aurora's tax identification number is 84-6000564.

Registration can be completed Online or via regular mail. If you choose to register a property by mail, please return the completed registration form to: City of Aurora, Housing and Community Services Department, 15151 E. Alameda Pkwy, Suite 4500, Aurora, Colorado 80012. Checks should be made payable to the City of Aurora.

Vacant Property Registration Form

Information on this form is subject to the provisions of the Colorado Open Records Act.

Please complete the following information to register a property. (* denotes a required field)

* New registration Renewal registration Change in ownership/unregister a property

*Registered Property Address: _____

* single family multi-family 2-4 units multi-family 5+ units

Foreclosure #: _____ NED Date: _____ Sale Date: _____

(Notice of Election and Demand) (Foreclosure Sale Date)

Beneficiary Information

*Lender/Servicer/Lien Holder: _____

*Address: _____

*Contact Name: _____ *Contact Phone #: _____

*Contact Facsimile: _____ *Contact Email: _____

Preferred method of correspondence: regular mail e-mail both

*Property/Asset Manager: check if same as above _____

*Address: _____

*Contact Name: _____ *Contact 24 Hour Phone #: _____

Is property currently listed for sale on the Multiple Listing Service? Yes No

If yes: Company: _____ Contact Name: _____ Phone #: _____

Please complete the following to indicate a change in property ownership or to remove a registered property.

*Registered Property Address: _____

*Date of Sale of Property: _____

Name of Buyer of the Property: _____

Buyer's Address: _____

*Certification: I hereby certify that I have reviewed this Abandoned Residential Property registration form and further certify that to the best of my knowledge and belief the information contained therein is true, accurate and complete.

*Print Name

*Signature

*Date

*Company Name and Address

Please return this completed registration form with a check in the amount of \$66.00 to: City of Aurora, Housing and Community Services Department, 15151 E. Alameda Pkwy, Suite 4500, Aurora, Colorado 80012. Checks should be made payable to the City of Aurora. Please note the registration amount is subject to change on January 1st of each year. Any payments received after January 1st each year will be subject to the updated cost.

The form on the following page can be used to meet the requirements of section D(2) of the City of Aurora's Abandoned Residential Property Registration Ordinance. Other forms can be used so long as they meet the requirements specified in the ordinance.

THIS PROPERTY MANAGED BY:

**TO REPORT PROBLEMS OR CONCERNS
CALL:**

This property has been registered with the City of Aurora in accordance with Chapter 22, section 22-641 of the City of Aurora Municipal Code.

For general questions about this property, you may contact the property management company listed above or the City of Aurora Housing and Community Services Department at 303-739-7280.