



City of Bullhead City
Development Services Department
Code Enforcement Division

**Registration & Maintenance Program for Vacant Properties
Program Information**

Foreclosure Registry

On February 5, 2013, the City Council of the City of Bullhead City passed the Registration and Maintenance Program for Vacant Properties Ordinance requiring the registration of vacant foreclosed properties to protect residential and commercial areas from blight and nuisances resulting from the foreclosure crisis and un-maintained properties.

Important elements of the ordinance include:

- Inspection of the property by mortgagee or its representative to be completed within 10 calendar days following the notice of default.
- Property registration and designation of a property manager located in Arizona must occur no later than 10 calendar days following the inspection if the property is vacant.
- Requirement for posting of contact information for mortgagee and property manager on property.
- Requirement for mortgagee or its representative to maintain properties free of nuisances of refuse, wastes, storage, and securing open structures.
- Requirement to maintain landscaping by watering, irrigation, cutting, pruning and mowing.
- Requirement to maintain pools and spas in working order, free of pollutants and debris or drained and kept dry.

Fees:

- Annual Registration Fee: \$150
- Registration Change/Update Fee: \$50
- Any Additional Fees Owed to the City will be determined at the time of registration.

How to Register:

- Complete applicable form and submit with check to:

Bullhead City Finance Department
P.O. Box 23189
Bullhead City, AZ 86439-3189.

Removing a property from the Foreclosure Registry:

- If a property has been sold or a change in title has occurred, the mortgagee must provide the new ownership information by submitting proof of sale or written notification to the City of Bullhead City, Development Services Department, Code Enforcement Division. Failure to provide contact information for new ownership will result in responsibility remaining with the current owner/mortgagee until Mohave County Records reflect new ownership information.
- Complete applicable form and submit with check to:

Bullhead City Finance Department
P.O. Box 23189
Bullhead City, AZ 86439-3189.

Questions:

- E-mail cgardner@bullheadcityaz.gov or call Code Enforcement at (928) 763-0190.



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Registration Form for Vacant Properties

Check box for changes /updates to existing Registration Information

Please fill out all information required and deliver this completed form with check to:

Bullhead City Finance Department
P.O. Box 23189
Bullhead City, AZ 86439-3189

Registered Residence Street Address: _____

Zip Code: _____ Assessor Parcel Number: _____

Date of Notice of Default Filing: _____

Notice of Default Recordation Number: _____

Mortgagee: _____

Contact Name: _____ Contact Phone: _____

Mortgage Mailing Address: _____

Email Address: _____ Fax Number: _____

Local Property Manager: _____

Contact Name: _____ 24 Hour Phone: _____

Local Mailing Address: _____

Email Address: _____ Fax Number: _____

A registration fee of \$150 shall accompany this registration form. Additional fees owed to the City for unpaid charges such as assessments, liens, taxes must be listed with this registration form. There is a \$50 fee for record changes. Mortgagee is required to notify the City when responsibility for this property terminates and until then must re-register annually.

Unpaid Assessments: _____ Unpaid Liens: _____ Unpaid Taxes: _____

Print Name: _____ Signature: _____ Date: _____

Company Name: _____ Address: _____ Phone Number: () _____

(For Office Use Only)
Date Received: _____
Received By: _____
Payment Received: _____

Mark All That Apply:

First time registration for this property (\$150.00 fee)

Changes/update to existing registration (\$50.00 fee)

Total additional fees owed to City of Bullhead: \$ _____

TOTAL COLLECTED: \$ _____



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De-Registration Form for Vacant Properties

Please fill out all information required and deliver this completed form with check to:

Bullhead City Finance Division
P.O. Box 23189
Bullhead City, AZ 86439-3189

Property Type: Residential _____ Commercial _____ Vacant Lot _____

Registered Residence Street Address: _____

Zip Code: _____ Assessor Parcel Number: _____

Current Owner: _____

If the above property is sold or there is a change in title, the mortgagee must provide the new ownership information by submitting proof of sale or written notification to the City of Bullhead, City Code Enforcement Division. Failure to provide contact information for new ownership will result in responsibility remaining with current ownership/mortgagee until Mohave County Records reflect new ownership.

Date of Sale: _____

New Owner Name: _____

Contact Name: _____ Contact Phone _____

New Owner Mailing Address: _____

Email Address: _____ Fax Number: _____

Print Name: _____ Signature _____ Date _____

Company Name _____ Address _____ Phone Number () _____

(For Office Use Only)

Date Received: _____

Received By: _____

Payment Received: _____

De-Registration fee (\$50.00): _____

TOTAL COLLECTED: \$ _____