



# City of Medford

Office of Inspectional Services  
85 G.P. Hassett Drive, RM-115A  
Medford, MA 02155  
Phone: (781) 393-2509 Fax: (781) 393-2415

## Vacant and/or Foreclosing Property Registration

(a separate registration is required per property)

NEW UPDATE RENEWAL

Vacant  Foreclosing/Foreclosed (Occupied)  Foreclosing/Foreclosed (Vacant)  
1 – Property Information Residential Commercial Industrial

Property Address: \_\_\_\_\_ No. of Units: \_\_\_\_\_

Description of Property: \_\_\_\_\_

2 – Property Management Information CID No. (if known): \_\_\_\_\_

Local Individual or Local Property Mgmt. Co.: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address (NO PO BOX): \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

24 Hr Contact Telephone, Cellular Phone, or Pager No.: \_\_\_\_\_

3 – Owner/Agent Information CID No. (if known): \_\_\_\_\_

Property Owner or Financial Institution in Possession: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address (NO PO BOX): \_\_\_\_\_

City, St, Zip: \_\_\_\_\_

In accordance with the City of Medford’s “Vacant and Foreclosing Property” Ordinance, by signing below, you:

- **Certify** that the information provided above is accurate, and Agree to notify the Building Commissioner of any updates.
- **Agree** to pay a fee of \$100 at the time of registration/renewal, Agree that this Property Registration is valid for a period not to exceed one year from the date of initial registration, and Agree to renew this Property Registration within 30 days of expiration. Once the property is no longer vacant or is sold, you Agree to provide proof of sale, written notice, and/or apply for a Certificate of Occupancy to the Building Commissioner.
- **Certify** that the property has been inspected by the Owner/Agent at the time of the filing of this Property Registration.
- If the property is vacant, **Agree** to maintain a *local* Individual or *local* property Management company responsible for securing and maintaining the property. *Note that local means within twenty (20) driving miles of the property.*
- **Agree** to post and maintain updated name and 24-hour contact phone number of the local individual or local property management company responsible for maintenance of the property on the front of the property, so it is clearly visible from the street.
- **Agree** that the owner, local individual, or local property management company shall inspect and maintain the property on a monthly basis for the duration of the vacancy, in accordance with the relevant City of Medford codes.
- **Agree** that adherence to this ordinance does not relieve the owner of any applicable obligations set forth in City Ordinances or regulations, Covenant Conditions and Restrictions, and/or Home Owner’s Association rules and regulations.

\_\_\_\_\_  
Print Applicant Name and Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Paul F. Mochi, Building Commissioner

\_\_\_\_\_  
Date