

# **Annual Registration Process Distressed & Abandoned Properties Riverside County – Unincorporated Areas**

## **When a property should be registered**

Registration is required if a property in foreclosure becomes vacant or shows signs of vacancy and is located in the unincorporated areas of the county. Registration is required annually and is not prorated.

All residential properties located in the unincorporated areas that are in all stages of foreclosure must be registered (see Ord. 881). The registration of the property includes the designation of the local property maintenance contact.

Prior to recording a Notice of Default, an inspection of the property is required. Inspections must be performed monthly until property in default/foreclosure is remedied or the property becomes vacant or shows signs of vacancy. Once a property becomes vacant or shows signs of vacancy, the trustee is responsible for maintenance and for registering the property with the County.

## **How to Register an Abandoned Property**

1. Verify that property is located in an unincorporated area of the County.  
If uncertain, reference <http://www3.tlma.co.riverside.ca.us/pa/rclist.index.html>
2. Complete the form on the reverse side, attach the \$70 registration fee made payable to the County of Riverside, and mail to Code Enforcement, P.O. Box 1469, Riverside, CA 92502

**Determining jurisdiction and proper filing is the responsibility of the trustee or beneficiary.  
Refunds will not be made for incorrect filings.**