



To: Trustees and Beneficiaries of Deeds of Trust for Properties in the City Of Barstow

Trustees or beneficiaries of Deeds of Trust for properties located in the City of Barstow are subject to property maintenance requirements according to standards as set forth in the City of Barstow Municipal Code (in particular Chapter 6.28 and 6.38).

A new ordinance, No. 858-2010, requires the registration of vacant properties. Registration forms are available at the City of Barstow website at www.barstowca.org or at the City Hall Cashier located at 220 E. Mt. View Street, Barstow, CA 92311.

Please review the new ordinance (following pages), as there are other obligations which you may need to perform as beneficiary or trustee of a foreclosed property, particularly Section 6.28.090 (b).

Responsible parties shall cause the on-site inspection of any real property subject to registration pursuant to this Chapter to be inspected on a weekly basis and shall submit a written inspection report to the City Manager (or designee thereof) on or before the tenth (10th) day of each calendar month for which the real property remains vacant. The written report shall consist of, at a minimum, (i) the address of the real property being inspected, (ii) the dates of inspection, (iii) a description of unlawful conditions observed, and (iv) the actions taken or proposed to be taken by the responsible party to abate the unlawful conditions.

Registration forms must be turned in to the City Hall Cashier located at 220 E. Mt. View Street Barstow, CA 92311.

Inspection reports on vacant properties must be forwarded to Code Compliance in the Community and Economic Development Department at City Hall.

We thank you in advance for your attention to this matter. Should you have any questions or require additional information, please do not hesitate call Code Compliance staff members at (760) 255-5161.

Attached: Ordinance No. 858-2010

Vacant Property/Masters/lc

REGISTRATION OF VACANT AND ABANDONED PROPERTY

Location:			
Parcel Number:		Owner of Record:	
Status: (Check applicable descriptor) Abandoned <input type="checkbox"/> Vacant <input type="checkbox"/> Secure <input type="checkbox"/> Open & Accessible <input type="checkbox"/>			
Utilities: Electricity On <input type="checkbox"/> Off <input type="checkbox"/> Water On <input type="checkbox"/> Off <input type="checkbox"/> Gas On <input type="checkbox"/> Off <input type="checkbox"/>			
SWIMMING POOL		_____ YES	_____ NO

BENEFICIARIES – TRUSTEE

Name:	
Mailing Address:	
Physical Address:	
Agent or Contract:	Phone Number: (direct line)

TRUSTEE – CONTACT

Name:	
Mailing Address:	
Physical Address:	
Agent or Contract:	Phone Number: (direct line)

LOCAL PROPERTY MANAGER

Name:	
Mailing Address:	
Physical Address:	
Agent or Contract:	Phone Number: (direct line)

DEFAULT INFORMATION

Recording Date:	Document Number:
Trustee Sale Date:	Trust Sale Number:
Auction Location:	
Auction Date:	Minimum Bid:

**CITY OF BARSTOW VERIFICATION
(Employee Use only)**

Code Compliance Case Number:	Date of Registration:
Existing Filing:	Fees Paid:

Building Case Number:	Emergency Contact Name: (Property)
Existing Filing:	Emergency Contact Phone: (24-hour)