



CITY OF EAST PALO ALTO

Community & Economic Development Department
Building Services Division
1960 Tate Street
East Palo Alto, CA 94303
Phone: 650-853-3189 Fax: 650-853-3179

PROPERTY MAINTENANCE PLAN APPLICATION FORM FOR VACANT RESIDENTIAL PROPERTY

Please fill out the information requested below and deliver this form to the Building Services reception counter or mail to the City of East Palo Alto, 1960 Tate Street, East Palo Alto, CA 94303. A Property Maintenance Plan is required. Provide a plan showing compliance with 8.10.040 of the EPAMC, First Notice.

Property Address: _____

East Palo Alto CA, Zip Code: _____

Assessor Parcel Number: _____

Notice of Default Recordation # (Please attach copy to this form) _____

Lender/Lien Holder: _____

Contact: _____ Contact Phone: _____

Lender/Lien Holder Mailing Address:

Property Manager: _____ Business License # _____

Contact: _____ 24 Hour Phone: _____

Property Management Company Local Mailing Address: _____

Property Management Company please check the required boxes below. Please provide a complete Property Maintenance Plan in compliance with the attached Ordinance 329.

- 1) Required Check of Property Maintenance Plan is under a separate cover sheet included with this form.
- 2) Provide written verification for Notification of adjacent property; per section 8.10.040 #2 EPAMC.

Standard Annual Fee of \$300

Please check one:

New Property Maintenance Plan

Renewal Annual Fee of \$250

Renewal Property Maintenance Plan

An annual fee shall accompany this form. The fee and the property maintenance plan shall be valid for the calendar year or the remaining portion of the calendar year, in which the PMP was initially required. Subsequent fees are due each year and must be received no later than renewal date of the year due. PMP CEPA ORD 329.

Initiated By:

_____ Print Name	_____ Signature	_____ Date
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Company Name, Address & Phone Number