



# CITY OF LYNN

INSPECTIONAL SERVICES DEPARTMENT

Room 103, Lynn City Hall, Lynn, MA 01901 Tel: (781) 598-4000 Fax: (781) 477-7031

## **ABANDONED/FORECLOSED PROPERTY REGISTRATION APPLICATION**

All property owners – including banks and mortgage companies – must register vacant/abandoned, foreclosed and foreclosing residential and commercial properties located within the City of Lynn with the Inspectional Services Department.

Property registrations are valid for one (1) year from the date of registration. The annual registration fee shall be Three Hundred Dollars (\$300.00) payable to the “City of Lynn.” If the property is negotiated within the registration period, any successor property owner must register the property on its own behalf. Requests to Deregister shall be accompanied by proof of sale (recorded deed) or notice of occupancy (executed lease agreement).

Failure to initially register an abandoned/foreclosed property may result in the imposition of a Three Hundred Dollar (\$300.00) fine for each day the property remains unregistered. Incomplete applications, including those which fail to identify a local, Massachusetts-based property management company responsible for maintenance and upkeep of the registered property, shall be ineffective and may result in the imposition of additional fines for failure to register.

### **ON-GOING MAINTENANCE RESPONSIBILITIES**

Properties shall be maintained in accordance with all applicable codes, local ordinances/regulations and applicable state law. The property owner shall inspect and maintain properties – directly or by means of a local agent – **on a monthly basis** during the registration period.

**\*\* Abandoned/Foreclosed Properties shall be posted with the name and 24-hour contact information for the local, Massachusetts-based property management company responsible for the property. \*\***

### **FILING INSTRUCTIONS**

- Registration applications shall be submitted within seven (7) days of abandonment or initiation of foreclosure proceedings. Failure to timely register may result in the imposition of additional fines.
- Registrations shall identify the property owner, including mailing address, as well as the local, Massachusetts-based agent responsible for the property. Local property agents shall be identified by local mailing address which **may not** be a P.O. Box. An out-of-state servicing agent is **not** a local property agent.
- Registrants shall certify that properties have been inspected and found to be safe and secure prior to registration. Registrants shall identify whether properties are occupied or vacant.

### **COMPLETED APPLICATIONS MAY BE SUBMITTED BY DELIVERING TO:**

Inspectional Services Department  
Abandoned/Foreclosed Property Applications  
City Hall, Room 401  
Lynn, MA 01901

Email: ISDOnline@lynnma.gov  
Facsimile: (781) 477-7031

Registration fees may be paid by **business check, cashier’s check** or **money order** payable to: **City of Lynn**. Please be sure to include the **property address and parcel ID number** if paying by check.

**ABANDONED/FORECLOSED PROPERTY REGISTRATON APPLICATION**

Location Address:

Map:  Block:  Lot:

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**PROPERTY OWNER INFORMATION**

Property Owner:

Mailing Address Line 1:

Mailing Address Line 2:

City/State/ZIP code:

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**SERVICING AGENT INFORMATION (IF ANY)**

Servicing Agent:

Mailing Address Line 1:

Mailing Address Line 2:

City/State/ZIP code:

Applicant Telephone:  Email:

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**LOCAL PROPERTY MANAGEMENT COMPANY**

Local Property Agent:

Mailing Address Line 1:

City/State/ZIP code:

Business Telephone:  24 Hour Contact #:

Email:

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PROPERTY INFORMATION

Property Status:     In Foreclosure                       Foreclosed  
Occupancy Status:    Abandoned/Vacant                       Occupied/Holdover Tenant

Vacant Building Plan (if applicable):  
 To be demolished  
 To remain vacant  
 To be returned to appropriate use/occupancy

Is the property listed for sale:    Yes                       No

Real Estate Agency:

Address:

Telephone:

Email:

The property was inspected on  and found to be safe and secure.

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**I hereby certify that the statements and information contained within the foregoing document are true and accurate, to the best of my knowledge, and that I have authority to sign on behalf of the property owner.**

Signature: \_\_\_\_\_

Date: