



Dear San Marino Resident:

The San Marino City Council adopted a new Ordinance that will go into effect on June 15, 2017. The Ordinance S.M.C.C. 14.18.01 establishes regulations and registration requirements for Uninhabited Residential Properties (URPO) in the City of San Marino.

This Ordinance was enacted to mitigate the public safety issues that can arise when residential properties are uninhabited for extended periods of time, issues that may pose a threat to the uninhabited property, a neighboring property, or a neighboring resident. This may include but is not limited to a call or calls for service to which Public Safety personnel respond.

For the purpose of this Ordinance, a residential property would be considered uninhabited if no person has lived in the residence on a day-to-day basis for a period of 60 consecutive days or longer. Periodic visits to a property by a third party would not constitute inhabitation.

As part of the registration requirement, the property owner will need to provide their current contact information and well as contact information for a minimum of three (3) additional "authorized parties" who can respond to their property in the event a public safety issue arises. An "authorized party" means a designee having authority to act on the property owner's behalf and who can respond within one (1) hour to the property after telephone notification by the City.

As an alternative to having three (3) or more contacts, a property management company that can respond within one (1) hour on a 24-hour basis, can be provided as the authorized contact providing the property owner has made the appropriate arrangements with the company.

There is a \$50 annual registration fee, and property owners will be able to register and pay at the San Marino Police Department beginning June 5, 2017. The registration form is available at www.ci.san-marino.ca.us/147/Police-Department and has also been included in this mailer for your convenience.

City of San Marino

ADDRESS OF UNOCCUPIED RESIDENCE: _____

PROPERTY OWNER INFORMATION:

Name of Owner: _____

Name of Person Registering Residence (if different from owner): _____

Owner's Phone Number(s): _____

Owner's Email Address: _____

The following contact(s) are local, is authorized to act on behalf of the property, and is available by telephone 24 hours a day.

AUTHORIZED PERSONS

1st Contact:

Name: _____

Phone Number(s): _____

Email Address: _____

2nd Contact:

Name: _____

Phone Number(s): _____

Email Address: _____

3rd Contact:

Name: _____

Phone Number(s): _____

Email Address: _____

Property Management Company Information:

As an alternative to having the three above contacts, a property management company that can respond within one (1) hour and on a 24-hour basis, can be provided as the authorized contact. The following company has been hired by the owner and is authorized to take actions related to the property.

Name: _____

Phone Number(s): _____

I, the property owner, hereby declare under penalty of perjury that all information submitted for this application is true and correct. I acknowledge that I am strictly liable for failures to maintain the property and/or for a response in a timely manner.

Signature: _____

Print Name: _____

Date: _____