



**VACANT PROPERTY
REGISTRATION FORM**
CITY OF HIGHLAND BUILDING DIVISION
27215 BASELINE, HIGHLAND, CA 92346
(909) 864-8732

BULLETIN

March 2015

Page 1

Property Address: _____

Assessor Parcel #: _____

Property Owner or Lien holder (Asset Manager Information):

Contact Person: _____

Company Name: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Property Maintenance and Management Information:

Contact Person: _____

Company Name: _____

Mailing Address: _____

Phone Number: _____

E-mail Address: _____

Complete this form, attach a check for \$100.00, payable to the City of Highland, and mail to:

City of Highland
Attn: Code Compliance Division
27215 Baseline
Highland, CA 92346

The fee and registration is valid for one (1) year from the date of registration. You are required to renew your registration every year that your property is vacant. You will not be notified when your registration has expired or when renewal is required. Please feel free to make as many copies of this form as necessary. If you have any questions, contact the City of Highland Code Compliance Division at (909) 864-6861 Ext. 201.

Registrant:

Print Name

Signature

Date

Company Name, Address, Ph. Number

NOTE: Registering a vacant property with the Code Enforcement Division does not automatically stop your refuse bill. If the property in which you are registering has been vacant for more than 90 days, you are eligible to apply for a Vacant Property Refuse Exemption to stop the refuse service. Please contact the Public Services Division at 909-864-8732 ext. 271 for more information or to request an application.



**VACANT PROPERTY REGISTRATION FORM
LETTER OF AGENCY
San Bernardino County Sheriff/ Highland Police
Department
26985 Baseline
Highland, CA 92346
(909)-425-9793**

BULLETIN

May 2009

Page 2 of
Registration Form

From: _____
(PLEASE PRINT: LAST NAME, FIRST NAME, MIDDLE INITIAL)

StreetAddress: _____

City: _____ State _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

To Commander: _____ Sheriff/Police Dept.

I am the Owner/Owner's agent (circle one) of the property located at the following address:

I am authorizing the Sheriff Department or local Police Department to arrest for trespassing (PC 602), any persons found on the property without my consent or without lawful purpose. I certify that the property listed above is closed to the public and posted as required by law.

I understand this letter is valid for a maximum period of one year and it is my responsibility to renew the "Letter of Agency" at that time if the need still exists.

Signature: _____ Date: _____

Print Name _____

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Sheriff Department Use Only

Briefed: _____ Copy to W/C: _____ Expires: _____