

	<p>VACANT PROPERTY REGISTRATION FORM</p> <p>CITY OF HIGHLAND BUILDING DIVISION 27215 BASELINE, HIGHLAND, CA 92346 (909) 864-8732</p>	
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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 \$110.00, 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.

LETTER OF AGENCY

San Bernardino County Sheriff / Highland Police Department



26985 Base Line
Highland, CA 92346
(909) 425-9793



Property Owner/Agent: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Work Phone: _____ Home Phone: _____

Email: _____

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

(site address and/or APN)

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: _____