



City of Sunny Isles Beach  
Community Development Department  
Vacant Lot/Building/Condo Units Registration Form

Vacant Lot                       Vacant Building                       Vacant Condo Units

Date: \_\_\_\_\_ Property Parcel # \_\_\_\_\_ Date of Vacancy \_\_\_\_\_

Vacant Property Address: \_\_\_\_\_

(A separate form must be used for each property)

Type of Structure:  Commercial     Residential     (N/A) Vacant Lot                      Age of Building \_\_\_\_\_

Total Square footage \_\_\_\_\_ Number of stories \_\_\_\_\_ Number of Units \_\_\_\_\_

Most recent use of the lot/building \_\_\_\_\_

Name of Owner/Contact\*: \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_

Address: \_\_\_\_\_

(P.O. Boxes are not acceptable)

City, State \_\_\_\_\_ Zip: \_\_\_\_\_

**\*If there are multiple owners such as an estate, association, corporation or partnerships, you must attach a separate sheet and provide the requested information for ALL owners/principals of the entity.**

Alternate Contacts:

1 - Registered Property Manager\*: **(Required if all listed owners live out of state)**

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(P.O. Boxes are not acceptable)

City, State \_\_\_\_\_ Zip: \_\_\_\_\_

2 - Responsible Natural Person\*\*

Name of Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

(P.O. Boxes are not acceptable)

City, State \_\_\_\_\_ Zip: \_\_\_\_\_

**\*This person/entity must reside in Miami-Dade or any adjoining Florida county, must be authorized to accept service of process on behalf of the owners and be designated as a responsible, local party or agent, both for purposes of notification in the event of an emergency affecting public health, safety or welfare and for purposes of service of any and all notices or registration.**

**\*\*This person (not a corporation, partnership, or limited liability company) needs to be reached at all times during business and non-business hours)**

**\*\*\*Chapter 253 - Vacant properties, section 253-4-C(1)(2) Registration of vacant lot/building or vacant**

New Registration (Required within 15 days of any change in previous information)     Annual Renewal

One Time Registration Fee (All applicants)                      - \$ 100.00 **AND**

Annual Fee for New Registration or Renewal (Residential Vacant lot/Vacant Condo Unit) - \$ 500.00

**OR**

Annual Fee for New Registration or Renewal (Multi-family/Commercial lot)                      - \$ 5,000.00

**Notarized Signature of Property Owner/Authorized Agent**

Signature of Property Owner/Authorize Agent

Date

Subscribed and sworn on (date) \_\_\_\_\_

Signature of Notary \_\_\_\_\_

Print Name \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

Commission Expires (date) \_\_\_\_\_

When completed please mail this notarized form with the appropriate fee to:

City of Sunny Isles Beach  
Community Development Department  
18070 Collins Avenue - 3<sup>rd</sup> floor - Sunny Isles Beach, FL 33160