



City of Sunny Isles Beach
Code Compliance 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
Code Compliance Department
18070 Collins Avenue – 3rd floor - Sunny Isles Beach, FL 33160