



VILLAGE OF PINECREST
Department of Building and Planning
Registration of Residential Property Subject to Foreclosure

Chapter 2, Article V of the Pinecrest Code of Ordinances requires that upon the filing of a lis pendes for any vacant or occupied single-family dwelling whether a house, townhouse, condominium or duplex, the holder or owner of said mortgage or the party bringing the foreclosure action shall immediately register the dwelling unit with the Building and Planning Department. An annual registration and non-refundable fee of \$150.00 is required for each lis pendes filed. Any person or corporation that has registered property must report any change of information in writing ten (10) days.

PROPERTY INFORMATION		
PROPERTY ADDRESS:		
LEGAL DESCRIPTION:		
FOLIO NUMBER:		LIS PENDENS NUMBER:
MORTGAGEE INFORMATION		
OWNER IN FORECLOSURE PROCESS:		
MORTGAGEE NAME:		
TELEPHONE:	FAX:	CELL PHONE:
CASE #:	EMAIL:	
LOCAL CONTACT INFORMATION		
LOCAL CONTACT AND/OR MAINTENANCE COMPANY NAME:		
ADDRESS:		
TELEPHONE:	FAX:	E-MAIL:
EMERGENCY CONTACT INFORMATION		
24 HOUR CONTACT NAME:		
ADDRESS:		
TELEPHONE:	FAX:	E-MAIL:

12645 Pinecrest Parkway, Pinecrest, Florida 33156
T: 305.234.2121 | F: 305.234.2133
www.pinecrest-fl.gov



FORECLOSURE ATTORNEY INFORMATION		
ATTORNEY NAME:		
ADDRESS:		
TELEPHONE:	FAX:	E-MAIL:

RECORDING INFORMATION FOR LIS PENDES
OFFICIAL RECORD BOOK AND PAGE:
RECORDING DATE:

Maintenance and Requirements. Properties shall be maintained and secured in accordance with the Pinecrest Code of Ordinances. Failure of the foregoing mortgagee to properly maintain the residential property may result in the issuance of a citation or notice of violation/notice of hearing; abatement of nuisances on the property in accordance with the Pinecrest Code of Ordinances and any other remedy or legal proceeding available to the Village of Pinecrest.

REGISTRATION INFORMATION	
FORM COMPLETED BY:	
SIGNATURE:	TITLE:
DEPARTMENT:	TELEPHONE:

State of _____
 County of _____

The foregoing instrument was acknowledged before me, the undersigned Notary Public is and for the State of _____, on this the ____ day of _____, 20____, by _____
 (print name)

WITNESS my hand
 And official seal

 Notary Public, State of _____

 Printed, typed or stamped name of Notary Public exactly as
 commissioned

Personally known to me or produced identification

 (Type of identification produced)

Please contact the Village of Pinecrest Building and Planning Department at 305-234-2121 or 12645 Pinecrest Parkway, Pinecrest, FL 33156 with any questions regarding registration of real property, or to request a copy of regulations governing the registration and maintenance of residential properties.