



**JAMES SOPER, CBO**  
DIRECTOR INSPECTIONAL SERVICES  
BUILDING COMMISSIONER  
617-394-2220

# **CITY OF EVERETT**

## ***INSPECTIONAL SERVICES DEPARTMENT***

484 BROADWAY, ROOM 26  
EVERETT, MASSACHUSETTS 02149-3694  
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**FRANK NUZZO**  
DIRECTOR CODE ENFORCEMENT  
617-394-2227

### **CITY IMPLEMENTS REGISTRATION PROCESS FOR ALL VACANT/FORECLOSED PROPERTIES**

In an effort to hold property owners and mortgage lenders accountable for their abandoned and/or foreclosed properties, the City of Everett has passed an ordinance Regulating the Maintenance of Vacant, Foreclosing Residential Properties. In addition to ensuring these buildings are maintained, this ordinance will also help assist those who are directly impacted such as the tenants as well as the neighbors. Additionally, it will ensure that properties are maintained in accordance with the Massachusetts state sanitary code, building code and all local regulations concerning external and/or visible maintenance.

Under the ordinance, property owners or management companies are required to inspect and maintain the property. The property must be posted with all relevant information pertaining to the person(s) in charge of the property, including: the owner's name, mailing address (no P.O. Box) and telephone number.

The ordinance also requires property owners of vacant or foreclosed property to register their property with the Inspectional Services Department (ISD) for tracking purposes. Foreclosed property or property in the process of being foreclosed must be registered with ISD within seven days of filing the foreclosure. Vacant property where a foreclosure proceeding has not begun must be registered within 14 days of receiving a notice of violation for improper maintenance of the property.

This registration process will give City agencies the means of contacting those responsible for the upkeep and maintenance of these properties and the tools needed to ensure the property is secured and maintained.

Please find attached the application along with registration fee schedule. If you should have any further questions, please feel free to contact Inspection Service Department @ 617.394.2221.



**City of Everett  
ABANDONED & FORECLOSED  
PROPERTY REGISTRATION  
RESIDENTIAL PROPERTY  
REGISTRATION**

**PROPERTY INFORMATION**

Property address:

Owner Name:

Owner Current Address:

*Attention: P.O. boxes are not acceptable as street address*

City:  State:  Zip Code:

Phone:  Property is: vacant  Under foreclosure

**BANK OR MORTGAGE COMPANY**

Name of Bank or Corporation:

Officer of Bank or Corporation:

Address:

City:  State:  Zip Code:

Phone:

**LOCAL PROPERTY MANAGER**

Local Property Manager:

Address:

City:  State:  Zip Code:

Phone:

**FOR OFFICE USE ONLY**

Date fee paid \_\_\_\_\_ Amount received \_\_\_\_\_

Date property inspected \_\_\_\_\_ Vacant \_\_\_\_\_ Under Foreclosure \_\_\_\_\_

## **NOTE**

**Registration must be renewed by November 15 of each year.  
Fee schedule**

**\$500 for properties that have been vacant for less than one year**

**\$1000 for properties that have been vacant for one year but less than two years**

**\$2000 for properties that have been vacant for two years but less than three years**

**\$3000 for properties that have been vacant for three years and more**

**Checks made out to: City of Everett**

**Address:     City of Everett  
                  Code Enforcement Office  
                  484 Broadway, Room 26  
                  Everett, MA 02149**