



A R C A D I A
ASSOCIATION OF REALTORS®

Unoccupied Residence Registration Ordinance Adopted

Hello Valued AAR Members,

In another effort to keep our valued members informed on important items that may affect your business, please be aware of the following.

The Arcadia City Council adopted an Unoccupied Residence Registration Ordinance which is now in effect as of **Friday, May 5, 2017**. The Ordinance establishes regulations and registration requirements for unoccupied residences in the City of Arcadia.

The purpose of the registry is to protect neighborhoods from the adverse effects of unoccupied residences that are not adequately maintained and to be able to directly communicate with property owners or their designated agents when issues at their properties occur. The registry will provide the City with a reliable contact when issues such as property maintenance or health and safety matters arise at the residence.

An unoccupied residence is a property that has not been occupied for at least 30 days. Houses that are actively under construction, are in escrow to be sold or transferred, or are being actively marketed by an identified listing agent, will not be considered unoccupied.

As part of the registration requirement, the property owner will be required to register his/her contact information and at least two (2) other authorized agents, with one contact designated as being available on a 24-hour basis. The 24-hour contact must be local and able to respond to problems at the property within one (1) hour of receiving a telephone notice. In lieu of the two (2) authorized agents, the property owner may enlist a property management company that is located within 20 miles of the City and that can respond within one (1) hour and on a 24-hour basis.

There is no fee to register an unoccupied residence. Property owners will be able to register at Arcadia City Hall, or online at www.ArcadiaCA.gov.

For more information, please contact the Development Services Department at (626) 574-5432 or DSDCodeServices@ArcadiaCA.gov

