

[Your Name/Department Name]
[City/Municipal Office Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Lender or Property Owner Name]
[Mailing Address]
[City, State, Zip Code]

RE: NOTICE OF INQUIRY - POTENTIAL ZOMBIE PROPERTY

Address: [Property Address]

Parcel ID: [Parcel Number]

To Whom It May Concern,

The City has identified the above-referenced property as being in a state of abandonment and non-compliance with local municipal codes. According to our records, this property is currently in foreclosure or has been vacated by the owner of record, qualifying it as a "zombie property."

An inspection conducted on [Date] revealed the following code violations:

- [Violation 1: e.g., Overgrown weeds and grass]
- [Violation 2: e.g., Broken windows/unsecured entry points]
- [Violation 3: e.g., Accumulation of trash and debris]
- [Violation 4: e.g., Stagnant water/public health hazard]

As the party with a recorded interest or responsibility for this mortgage/property, you are hereby requested to provide the following information within [Number] days:

1. The current status of the foreclosure proceedings.
2. The name and contact information of the property preservation company assigned to this site.
3. A timeline for when the outstanding code violations will be remediated.

Failure to maintain this property and address these violations may result in formal citations, daily fines, or the City performing the necessary maintenance and placing a priority lien against the property to recover costs.

Please contact our office at [Phone Number] to discuss your plan for bringing this property into compliance.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[City/Department Name]