

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name/Department]

[Local Municipal Authority/Code Enforcement]

[Address]

[City, State, Zip Code]

RE: DECLARATION OF VACANT AND ABANDONED REAL ESTATE

Property Address: [Full Property Address]

Parcel/Tax ID Number: [Insert Number]

To Whom It May Concern,

I am writing to formally declare that the property located at the address referenced above is currently vacant and abandoned. As the [Owner/Lienholder/Authorized Agent], I am submitting this notice in accordance with local ordinances and registration requirements.

Please be advised of the following details regarding the status of the property:

- **Date of Vacancy:** [Insert Date]
- **Reason for Status:** [e.g., Foreclosure, Uninhabitable, Pending Sale]
- **Current Condition:** [Briefly describe security measures, e.g., boarded, fenced, or monitored]

The following person is designated as the local Point of Contact for emergency repairs or maintenance issues:

Name: [Contact Name]

Phone: [Contact Phone Number]

Email: [Contact Email]

I confirm that the property has been secured to prevent unauthorized entry and that the exterior will be maintained according to local code standards. Please inform me if there are additional registration forms or fees required to finalize this declaration.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title/Capacity]