



City of Anoka

City Hall • 2015 1st Ave North • Anoka, Minnesota 55303-2270

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www.ci.anoka.mn.us

FORECLOSED PROPERTY REGISTRATION
ALL INFORMATION ON THIS APPLICATION MUST BE COMPLETED

NEW REGISTRATION ____ REGISTRATION RENEWAL ____

1) PROPERTY DESCRIPTION

Property Address: _____

Property Identification Number: _____

Single Family: ____

Multi-Family: ____

2) OWNER INFORMATION

Name of Lending Institution: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Mortgage ID Number: _____

Phone Number: _____

FAX Number: _____

E-mail Address: _____

3) MAINTENANCE PLAN

Name of Maintenance Company: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Phone Number: _____

FAX Number: _____

E-mail Address: _____

4) REGISTRATION FEES

The annual registration fees for foreclosed properties in the City of Anoka are as follows:

- a) \$100.00 for single family dwellings with no outstanding code violations.
- b) \$150.00 for single family dwellings with outstanding code violations.
- c) \$200.00 for all multi-family dwellings with no outstanding code violations.
- d) \$250.00 for all multi-family dwellings with outstanding code violations.

*Fees are payable to: City of Anoka
2015 1st Ave
Anoka, MN 55303*

5) REGISTRATION APPLICATION DUE

Completed registration applications and required fee must be submitted to the City of Anoka within thirty (30) days of foreclosure sale or the property becomes vacant, whichever is first.

6) RESPONSIBILITIES OF OWNER

a) Notification of Sale or Property Transfer.

It is the responsibility of the mortgage company or their agent to inform the City of Anoka should the property be sold or transferred to another party. If the property is not sold but transferred to a different party that party must re-register the property with the City of Anoka within fifteen (15) business days of the transfer. Failure to re-register the building within fifteen (15) business days will result in a \$50.00 administrative fee added to the annual fee.

b) Compliance with Anoka City Code.

It will be the responsibility of the lending institution, or their agent to ensure the property is in compliance with Anoka City Code. If the property falls into non-compliance during the redemption period it will be the responsibility of the lending institution, or their agent to address the non-compliance issue.

APPLICANT AFFIDAVIT:

I hereby attest to the truth and accuracy of the information contained in this application and will comply with all requirements of the City of Anoka as set forth in this application and Anoka City Code Section 48 Article VII.

Signature of Owner / Agent: _____ Date: _____

For City Use Only:	Date received: _____
Application checked and approved by: _____	Date approved: _____