



CITY OF KENNER
Abandoned Property Registration

Department of Inspection and Code Enforcement
1801 Williams Boulevard, Building B, Suite 101
Kenner, LA 70062
Phone: 504-468-4064 ☒ Fax: 504-468-4097

PROPERTY TO BE REGISTERED

ADDRESS		UNIT/SUITE/APARTMENT	
Kenner	Louisiana		
CITY	STATE	ZIP CODE	
PARCEL NUMBER	SQUARE	LOT	

OWNER/MORTGAGE HOLDER

COMPANY/ORGANIZATION NAME			
ADDRESS		UNIT/SUITE	
CITY	STATE	ZIP CODE	
CONTACT PERSON	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

PROPERTY MANAGER

COMPANY/ORGANIZATION NAME		BUSINESS LICENSE NUMBER	
ADDRESS		UNIT/SUITE	
CITY	STATE	ZIP CODE	
CONTACT PERSON	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS

ADDITIONAL INFORMATION

- | | |
|--|---|
| <input type="checkbox"/> INITIAL registration for this property | <input type="checkbox"/> RENEWAL registration for this property |
| <input type="checkbox"/> INSPECTION COMPLETED on the above referenced property | <input type="checkbox"/> CHANGES made to previously registered property |

I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND ALL OF THE PROVISIONS OF THE ABANDONED PROPERTY REGISTRATION ORDINANCE 10,455 AND ITS AMENDMENTS

PRINT NAME	SIGNATURE	DATE
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ORDINANCE 10,455

SECTIONS 3-7

(NOT REQUIRED TO BE RETURNED WITH APPLICATION)

SECTION 3. Registration of Abandoned Residential Properties; Duty to Provide Written Notice of Abandoned Property.

A. Upon the filing of an action to foreclose upon a mortgage or similar instrument, all mortgage holders must register with the City of Kenner Inspection and Code Enforcement Department, Office of Occupational License, on forms provided by the Department or, when available, electronically, all abandoned residential property within ten (10) days after the owner and/or mortgage holder determine the property is abandoned. The owner and/or mortgage holder must designate and retain a local individual or local property management company as the local agent responsible for the security and maintenance of the property. All registrations must state the property address; the owner's name, mailing address, and telephone number; the mortgage holder's name, mailing address, and telephone number; and the local agent's name, mailing address, telephone number and email address. Mailing addresses may not be a post office box. This registration must also certify that the property was inspected and is abandoned.

B. All property registrations are valid for one (1) calendar year. Subsequent annual registrations and fees are due within thirty (30) days of the expiration of the previous registration.

C. Once the property is no longer abandoned or is sold, the owners and/or mortgage holders must provide proof of sale or written notice and proof of occupancy to the City of Kenner Inspection and Code Enforcement Department, Office of Occupational Licenses.

D. Any owner or mortgage holder that has registered a property under this Ordinance must report any change of information contained in the registration within ten (10) days of the change.

SECTION 4. Maintenance Requirements.

A. All owners and/or mortgage holders are responsible for maintaining their abandoned residential properties in accordance with the provisions of this Ordinance and all other applicable City of Kenner codes and ordinances.

B. If the of the property is a company and/or mortgage holder, the owner shall contract with the owner's local agent to perform monthly inspections on the property, as required by Section 6(A) of this Ordinance, to verify compliance with the requirements of this Ordinance, and any other applicable laws, for the duration of the abandonment.

C. Properties subject to this Ordinance must be maintained in accordance with the relevant sanitary codes, building codes, and local regulations concerning external and/or visible maintenance.

D. Adherence to this Ordinance does not relieve the owner of any applicable obligations set forth elsewhere in the City of Kenner Code of Ordinances. It is recommended that the owner and/or mortgage holder also contact the respective homeowner association regarding any covenants, conditions and restrictions and/or homeowner's association rules and regulations.

SECTION 5. Security Requirements.

A. All owners and/or mortgage holders are responsible for maintaining their abandoned properties in a secure manner so as not to be accessible to unauthorized persons.

B. A "secure manner" shall include, but not be limited to, the closure and locking of windows, doors, gates and other openings of such size that may allow a child to access the interior of the property and/or structure. Broken windows shall be secured by reglazing or replacing of the window.

C. Any excavations, swimming pools or other unattractive nuisances must be filled in with dirt or properly closed.

SECTION 6. Inspections.

A. The owner's local agent shall inspect the property on a monthly basis to ensure that the property is in compliance with this Ordinance.

B. The City of Kenner Inspection and Code Enforcement Department shall have the authority to inspect properties subject to this Ordinance for compliance and to issue notices for any violations. The City of Kenner Inspection and Code Enforcement Department shall have the discretion to determine when and how such inspections are to be made, provided that its policies are reasonably calculated to ensure that this Ordinance is enforced.

SECTION 7. Enforcement and Penalties.

A. The City may enforce the provisions of this Ordinance by any means available to the city under the City of Kenner Code of Ordinances or as may be available under State law.

B. The penalties for violation of this Ordinance shall be as set forth in the code enforcement method asserted by the City under the City of Kenner Code of Ordinances or as may be available under State law.

C. Each day a violation continues shall be considered a separate offense.