



CITY OF KENNER  
*Abandoned Property Registration*

Department of Inspection and Code Enforcement  
1926 18th Street  
Kenner, LA 70062  
Phone: 504-468-4064

**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**

- INITIAL registration for this property
- INITIAL INSPECTION COMPLETED on referenced property
- RENEWAL registration for this property
- 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 \_\_\_\_\_

## 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.



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**1926 18th Street**  
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**Who must register?**

A: Any owner and/or mortgage holder who holds a mortgage on residential property consisting of single family, multi-family up to and including 4 units, condominiums, townhomes, or mobile homes located within the City of Kenner shall register a property upon filing a Notice of Foreclosure of similar instrument.

**When must abandoned property be registered?**

A: After filing a Notice of Foreclosure of similar instrument, the property must be inspected. If the property is found to be vacant or shows evidence of vacancy, it shall be deemed abandoned and the owner and/or mortgage holder shall, within ten (10) days of the inspection, register the property with the City of Kenner, Office of Occupational Licenses, on forms provided by the City.

**What is the reason for the ordinance?**

A: The City of Kenner has become increasingly concerned with the drastic rise in the number of vacant and abandoned properties in the city. These properties, left unmaintained, can create an unattractive nuisance that poses a danger to public peace, health, and safety of the citizens.

**How do I register?**

A: By printing and completing the Abandoned Property registration form, and then mailing or hand-delivery to:

**City of Kenner**  
**Inspection and Code Enforcement Department**  
**Office of Occupational Licenses**  
**1926 18th Street**  
**Kenner, LA 70062**

OR

By printing and completing the Abandoned Property registration form, and then faxing to:

**504-468-4064**  
**Attn: Office of Occupational Licenses**

**How often must I register?**

A: An annual registration form is required for each vacant property.

**Who can I call for further information?**

A: Contact the City of Kenner's Inspection and Code Enforcement Department at 504-468-4064.

**What is the standard of care needed for a residential property?**

- A: Abandoned properties shall be maintained in a manner comparable to the neighborhood. At a minimum, abandoned properties shall be:
- Free of evidence of vacancy
  - Free of graffiti, tagging or similar markings (must match paint to color of exterior)
  - Landscape maintenance of visible front and side yards
  - Pools and spas either (a) in working order so the water remains clear and free of pollutants and debris, or (b) drained and kept dry
  - Property must be secured.

**What does evidence of vacancy mean?**

- A: Any condition that on its own, or combined with other conditions present, would lead a reasonable person to believe that the property is vacant. Such conditions might include but are not limited to:
- Overgrown and/or dead vegetation, dry brush, weeds
  - Accumulation of newspapers, circulars, flyers, notices and/or mail,
  - Past due utility notices and/or disconnected utilities
  - Accumulation of trash, junk, building materials and/or debris
  - Discarded personal items, including but not limited to furniture, clothing, large and small appliances
  - The absence of window coverings such as curtains, blinds, and/or shutters,
  - The absence of furnishings and/or personal items consistent with residential habitation
  - Observations by neighbors, passersby, delivery agents, government employees or others that the property is vacant

**Is there a fee for registering a property?**

- A: There is not a fee at this time.

**When do I need to renew my registration?**

- A: Within 30 days prior to the expiration of the previous registration.

**Is there a penalty for late registration?**

- A: Not at this time. However, you may be subject to civil and administrative penalties and costs under the ordinance.

**What do I do when the property has been sold or the foreclosure has been cancelled?**

- A: Once the property has been sold or the foreclosure has been cancelled, a Notice of Removal from registration shall be field with the City of Kenner, Office of Occupational Licenses, on forms provided by the City.

**As a citizen, what should I do if I see a property in my neighborhood that appears to be abandoned and is deteriorating?**

- A: Contact the City of Kenner, Complaints Line at 504-468-7516 or 504-468-4068 report the concern.