



**MAYOR AND CITY COUNCIL OF LAUREL  
OFFICE OF THE FIRE MARSHAL AND PERMIT SERVICES**

**8103 Sandy Spring Road • Laurel, Maryland 20707-2502**  
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**Foreclosed/Vacant Property Registration Form**

*City Ordinance No. 1716 requires that written notice be given to the City within five (5) calendar days of an order to docket, or a complaint to foreclose, a mortgage or deed of trust is filed on residential property located within the City limits. Please complete the following form and remit to the address listed above.*

**Address of Residential Property Subject to Foreclosure:**

\_\_\_\_\_  
\_\_\_\_\_

Property Tax Account Number: 10-\_\_\_\_\_

**Name of Property Owner(s):**

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Person Authorized to Make Sale:**

\_\_\_\_\_  
\_\_\_\_\_

**Telephone Number:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Name of Person Authorized to Maintain Property:**

\_\_\_\_\_

**Telephone Number:** ( ) \_\_\_\_\_ - \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

Pursuant to City of Laurel Ordinance No. 1716, the person authorized to make sale of the above referenced property hereby provides notice of the filing of an Order to Docket or Complaint to Foreclose.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Note:** Failure to provide the notice required will constitute a municipal infraction and is subject to penalties set forth in Ordinance No. 1716. Further, failure to maintain the property in accordance with all local laws, codes and Ordinances will result in the fines established by the applicable law, code or Ordinance. Each calendar day that a violation continues shall be fined to the limit established by said article.