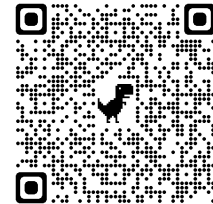


# How to Submit a Vacant/Foreclosed Property Registration

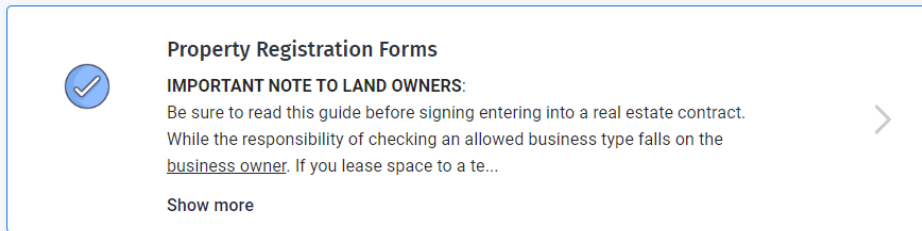
Please follow the directions listed below:

- 1) Go to the City of Pompano Beach Online Portal:  
[https://app.oncamino.com/pompanobeach\\_fl/login](https://app.oncamino.com/pompanobeach_fl/login)

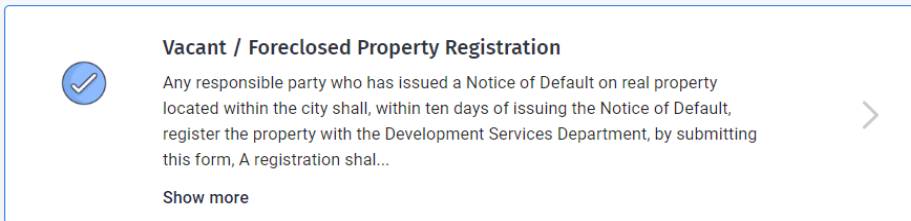


- 2) If you do not have an account, click on Sign Up Now.
  - If you already have an account, sign in.
  - **IMPORTANT: Please do not continue as guest; you will not be able to submit as a Guest User. Staff will not be able to see your submission.**
  - Once you have created your account, you will need to sign in.

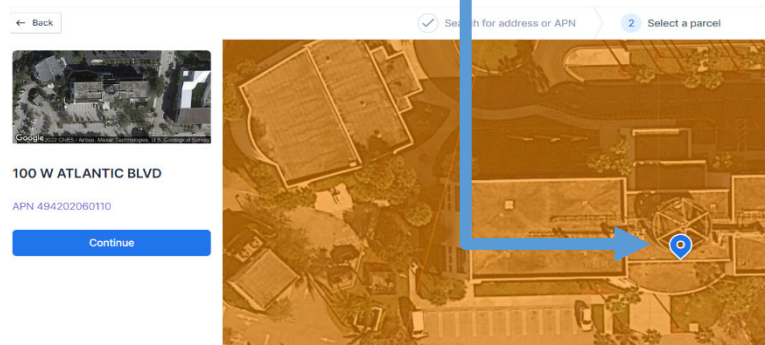
- 3) Once signed in, click on the Property Registration Forms box.




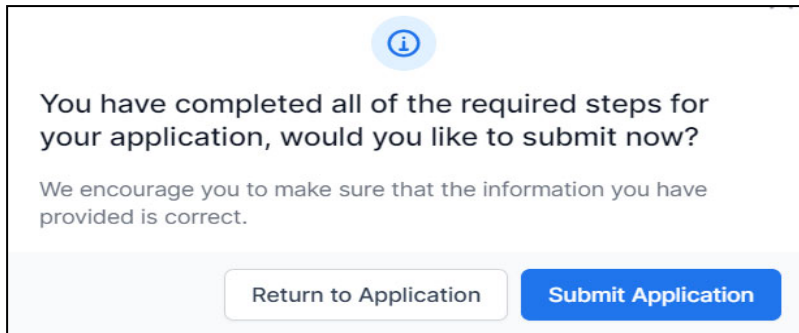
- 4) Click on the Vacant / Foreclosed Property Registration box.



- 5) Insert the property address and click on your parcel to begin. You can search by the address or the BPCA Parcel Number (APN). Choose the parcel that shows the blue indicator.



- 6) Click on the "Get Started" button to begin. 
- 7) Complete the Vacant/ Foreclosed Property Registration form.
- 8) Once you have completed the application, press the submit button.



- 9) The Business Tax Inspector will review your application for completeness.
- 10) You will receive instructions on how to make the payment on our Click2Gov website.
- 11) Once you have made your payment, you will need to notify the Inspector to complete the Property Registration process.

To review the City of Pompano Florida Code of Ordinance §96.58 Foreclosure Registration and Maintenance Requirements online, please visit:

[https://codelibrary.amlegal.com/codes/pompanobeach/latest/pompanobeach\\_fl/0-0-0-82837](https://codelibrary.amlegal.com/codes/pompanobeach/latest/pompanobeach_fl/0-0-0-82837)

If you have any questions, you can contact us at (954) 786-4668 or e-mail us at: [businesstaxreceipt@copbfl.com](mailto:businesstaxreceipt@copbfl.com).