

Date of Registration \_\_\_\_\_

Registration Expires Dec, 31, 20\_\_\_\_\_

CITY OF BORDENTOWN  
324 FARNSWORTH AVENUE, BORDENTOWN, NJ 08505  
(609)298-0073

VACANT PROPERTY REGISTRATION STATEMENT FORM  
AS REQUIRED BY CITY ORDINANCE 2014-13

1. Vacant Property Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_
2. Owner(S) Information Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone # \_\_\_\_\_ Night Phone # \_\_\_\_\_  
 Is Owner a Corporation \_\_\_\_\_ (Yes\*/No)  
 Is Owner a Partnership \_\_\_\_\_ (Yes\*/No)  
 \*If yes, attach copies of Corporation/LLC Resolution to this Registration Statement)
3. Authorized Agent: Agent Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone # \_\_\_\_\_ Night Phone# \_\_\_\_\_
4. Superintendent/Janitor/Custodian or Other: The person responsible for maintaining and security of the property, if different.  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone # \_\_\_\_\_ Night Phone # \_\_\_\_\_
5. Owner(s) Emergency Contact: Name of an individual(s) who may be contacted in the event of an emergency when the owner(s) or authorized agent is unavailable.  
 Name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Day Phone # \_\_\_\_\_ Night Phone # \_\_\_\_\_
6. Vacant Property Utility Information: Have the following services been disconnected and/or winterized, as appropriate? Write "D" if disconnected; write "w" is winterized:  
 \_\_\_ Heat \_\_\_ Electric \_\_\_ Gas \_\_\_ Water \_\_\_ Sewer \_\_\_ Cable \_\_\_ Phone Other \_\_\_\_\_
7. Requirements: Place your initials next to the following items to indicate that you are in compliance with these vacant property requirements:  
 \_\_\_ Vacant Property has been secured against unauthorized entry as provided in the applicable provision of the City Code  
 \_\_\_ A sign has been affixed to the inside of the vacant property indicating the name, address and telephone number of the owner(s) and/or the owner(s) authorized agent and the individual responsible for day-today-supervision of the vacant property if such person is so designated.  
 \_\_\_ An approved "No Trespassing" sign has been placed in a conspicuous location on the premises.  
 \_\_\_ The required vacant property liability insurance in the amounts specified in the Ordinance is in full effect and a copy of said policy is attached to the registration statement  
 \_\_\_ A Check or money order in the require amount for this registration statement is attached to this registration statement.
8. Owner/Agent Certification: Any owner(s) who is not in full compliance with this Article or who otherwise violates any provision of this Article, or of the rules and regulations issued, shall be subject to a fine of \$1,500.00 for each day of the violation. I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to violations and penalties.

Date: \_\_\_\_\_ Owner/Agent Signature \_\_\_\_\_

Please read Summary of Ordinance 2014-13 on the reverse side

Original: City Hall

Yellow: Code Enforcement Officer

Gold: Police Department

Pink: Owner(s)/Agent

**ORDINANCE 2014-13**

**OWNER-** shall include the title holder, any agent of the title holder having authority to act with respect to a vacant property, any foreclosing entity subject to the provisions c. 46:10B-51 (P.L. 2008, c. 127, Sec. 17 as amended by P. L. 2009, c. 296 and P.L. 2012, c.70, and P.L. 2014, c.35), or any other entity determined by the City to have authority to act with respect to the property.

**VACANT PROPERTY-** shall mean any building used or to be used as a residence which is not legally occupied or at which substantially all lawful construction operations or residential occupancy has ceased, and which is in such condition that it cannot legally be reoccupied without repair or rehabilitation, including but not limited to any property meeting the definition of abandoned property in N.J.S.A. 55:19-80; provided, however, that any property where all building systems are in working order, where the building and grounds are maintained in good order and where the building is in habitable condition and where the building is being actively marketed by its owner for sale or rental, shall not be deemed a vacant property for purposes of this ordinance.

**REGISTRATION REQUIREMENTS.**

Effective January 1, 2015, the owner of any vacant property as defined herein shall, within 30 calendar days after the building becomes vacant property or within 30 calendar days after assuming ownership of the vacant property, whichever is later; or within 10 calendar days of receipt of notice from the municipality, file a registration statement for such vacant property with the City Code Enforcement Officer on forms provided by the City for such purposes. The Owner of any property which meets the definition of vacant property at the time of the effectiveness of this Ordinance shall have thirty days to register the property. Any failure to provide notice by the municipality shall not constitute grounds for failing to register the property. A creditor serving a summons and complaint in an action to foreclose on a mortgage on residential property in the City shall, within 10 days of serving the summons and complaint, notify the City Clerk that an action has been filed on a property and contain the contact information and submit to the registration requirements detailed herein.

**ACCESS TO VACANT PROPERTIES.**

The Owner of any vacant property registered under this Article shall provide access to the City to conduct exterior and interior inspections of the building to determine compliance with municipal codes upon reasonable notice to the property owner or the designated agent. Such inspections shall be carried out on weekdays during the hours between 9:00 am and 4:00 pm or at such other time as may be mutually agreed upon between the Owner and the City.

**RESPONSIBLE OWNER OR AGENT.**

An Owner who meets the requirements of this section with respect to the location of his or her residence or workplace in the State of New Jersey may designate him or herself as agent or as the individual responsible for maintaining the property.

**FEE SCHEDULE.**

The annual registration fee for each building shall be two hundred fifty dollars (\$250.00). The payment of the renewal fee shall not abate the outstanding violation.

**REQUIREMENTS OF OWNERS OF VACANT PROPERTY.**

In addition to the registration of the property pursuant to this section, the Owner of any building that has become vacant property and any person maintaining or operating or collecting rent for any such building that has become vacant shall within thirty (30) days of the inception of any vacancy:

- (1) Enclose and secure the building against unauthorized entry as provided in the applicable provisions of the City Code, or as set forth in the rules and regulations supplementing those codes; and
- (2) Post a sign affixed to the building indicating the name, address and telephone number of the Owner, the Owner's authorized agent and the person responsible for the day-to-day supervision and management of the building, if such person is different from the owner holding title or authorized agent. The sign shall protected from the weather by plastic covering and be of a size and placed in such a location so as to be visible and legible to a person standing at the front door of the main building, but shall be no smaller than eight (8) inches by ten (10) inches; and
- (3) Secure the building from unauthorized entry and maintain the sign until the building is again legally occupied or demolished or until repair or rehabilitation of the building is complete; and
- (4) Ensure that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, right-of-ways, alleys, retaining walls, attached or unattached accessory structures and driveways, are well-maintained and free from trash, debris, loose litter, and grass and weed growth; and
- (5) Continue to maintain the structure in a secure and closed condition, keep the grounds in a clean and well-maintained condition, and ensure that the sign is visible and intact until the building is again occupied, demolished, or until repair and/or rehabilitation of the building is complete.
- (6) Maintain liability insurance on the property in an amount not less than \$500,000 per incident.

**ENFORCEMENT AND VIOLATIONS.**

Any person who violates any provision of this Article or of the rules and regulations pertaining to the care, maintenance, security or upkeep of the property subject to a fine of \$1,500 for each day of the violation. . Every day that a violation continues shall constitute a separate and distinct offense. Fines assessed under this chapter shall be recoverable from the Owner and shall be constitute a lien on the property. Any fines imposed pursuant to this paragraph shall commence 31 calendar days following receipt of notice, except if the violation presents an imminent risk to public health and safety, in which case any fines shall commence 11 days following receipt of the notice.

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**FOR CITY OF BORDENTOWN OFFICIAL USE ONLY**

Property secured against break in \_\_\_\_\_ Utility Report \_\_\_\_\_ Fee Paid Y/N \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

Information, Addresses/Contacts Confirmed: \_\_\_\_\_ Open Violations or Penalties? \_\_\_\_\_ Corrected? \_\_\_\_\_

Date of Property Inspection \_\_\_\_\_ Inspection Completed by \_\_\_\_\_

Notes

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