



Borough of Jamesburg  
Municipal Building  
131 Perrineville Road  
Jamesburg, New Jersey 08831

Housing Department  
Phone: (732) 521-2222 ext. 105  
Fax: (732) 521-3455  
Website: [www.jamesburgborough.org](http://www.jamesburgborough.org)

## **VACANT / ABANDONED PROPERTY REGISTRATION**

### **(REGISTRATION /RENEWAL FEE MUST ACCOMPANY THE REGISTRATION FORM)**

Registration shall remain valid until December 31<sup>st</sup> of each calendar year from the date of registration. The owner shall be required to renew the registration annually as long as the building remains a vacant and/or abandoned property and shall pay a registration or renewal fee in the amount prescribed in Borough Ordinance #07-15 for each vacant property registered. The annual renewal fee shall be completed by January 1<sup>st</sup> each year. The initial registration fee for each building shall be \$500. The fee for the first renewal is \$1,000 and the fee for the second renewal is \$1,000. The fee for any subsequent renewal beyond the second renewal is \$3,000.

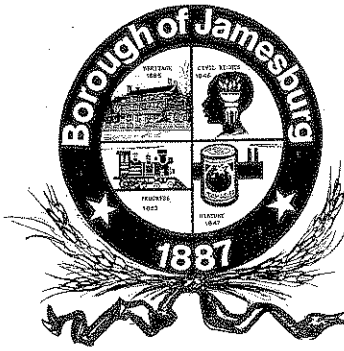
#### **Vacant Property Registration Fee Schedule**

Type	Fee
Initial Registration	\$500
First Renewal	\$1,000
Second Renewal	\$1,000
Subsequent Renewal (each year)	\$3,000

**BE ADVISED THAT IN ADDITION TO OTHER RESPONSIBILITIES, OWNERS OF VACANT / ABANDONED PROPERTIES ARE RESPONSIBLE FOR CONTINUOUS PROPERTY MAINTENANCE, WHICH INCLUDES BUT IS NOT LIMITED TO, ENSURING THAT THE EXTERIOR GROUNDS OF THE STRUCTURE, INCLUDING YARDS, FENCES, SIDEWALKS, WALKWAYS, RIGHT OF WAYS, ALLEYS, RETAINING WALLS AND ATTACHED OR UNATTACHED ACCESSORY STRUCTURES AND DRIVEWAYS ARE WELL MAINTAINED AND FREE FROM TRASH, DEBRIS, AND LOOSE LITTER. GRASS, WEEDS AND LEAVES WILL BE MAINTAINED ON A REGULAR BASIS. ANY SNOW / ICE ACCUMULATION WILL BE REMOVED FROM SIDEWALKS AS PER BOROUGH ORDINANCE #14-5 (WITHIN 48 HOURS OF SNOWFALL).**

**THE BUILDING MUST BE SECURED FROM UNAUTHORIZED ENTRY AND A SIGN IDENTIFYING THE RESPONSIBLE PARTIES MUST BE AFFIXED. FAILURE TO COMPLY WITH THESE STANDARDS WILL RESULT IN ENFORCEMENT ACTION AGAINST THE OWNER.**

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**VACANT/ ABANDONED PROPERTY REGISTRATION FORM**  
(Please Print or Type)

**ALL information must be filled out**  
(A separate form is required for each property)

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Property Address: \_\_\_\_\_

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address (No PO Boxes): \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**LENDER/LEIN HOLDER/MORTGAGE COMPANY/TRUSTEE:**

Name: \_\_\_\_\_

Address (No PO Boxes): \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Direct Line / Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY MANAGEMENT COMPANY:**

Name: \_\_\_\_\_

Address (No PO Boxes): \_\_\_\_\_  
\_\_\_\_\_

Telephone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Direct Line / Telephone #: \_\_\_\_\_ Email: \_\_\_\_\_

(OVER)

**PROPERTY DESCRIPTION:**

Total Number of Residential Units: \_\_\_\_\_ Number of Stories \_\_\_\_\_

Property Acquisition Date: \_\_\_\_\_

1. Is the property: Vacant \_\_\_\_\_ Abandoned \_\_\_\_\_ Secure \_\_\_\_\_ Open & Accessible \_\_\_\_\_
2. Does the owner intend to restore the property to productive use and occupancy within the next 12 months? YES \_\_\_\_\_ NO \_\_\_\_\_
3. Is the property currently enclosed and/or secured from unauthorized entry (windows/doors boarded)? YES \_\_\_\_\_ NO \_\_\_\_\_
4. Are the utilities **ON or OFF**? Electric \_\_\_\_\_ Water \_\_\_\_\_ Gas \_\_\_\_\_
5. Is a sign (minimum 8"x10") affixed to the building specifying the name, address and telephone number of the owner, owner's authorized agent and person responsible for the daily supervision and management of the property? Yes \_\_\_\_\_ No \_\_\_\_\_

An emergency contact person, having the authority to act and respond to all the needs of the registered property on behalf of the owner, **must be available 24 hours per day, 7 days a week.**

Emergency Contact Name: \_\_\_\_\_

24 hour telephone number: \_\_\_\_\_

In accordance with the Borough of Jamesburg "Vacant / Abandoned Property" registration requirements you:

- **Certify** that the information provided above is accurate, and agree to notify the Zoning Office within 60 days after the building/property becomes vacant property, 30 days after assuming ownership, or within 30 days of any change in the registration information.
- **Certify** that the property has been inspected by the Owner/Agent and that no violations exist at the time of filing of this registration.
- **Agree** to retain a local individual or local property maintenance company responsible for securing and maintaining the property on a regular basis, if the property is vacant and the owner is unable to maintain the property.
- **Agree** that the local property maintenance/management company shall have the authority to inspect and maintain the property on a regular basis {not to exceed monthly} for the duration of the vacancy, in accordance with the relevant Borough of Jamesburg ordinances.
- **Agree** to supply a copy of "Proof of Insurance" for the property being registered.

A copy of the Borough Ordinance and Property Maintenance schedule has been received and reviewed. Each day that a violation continues after due notice has **been** served shall be **deemed** a separate offense. Any & all fines will be assessed on a daily basis until abated.

I, the undersigned hereby affirm that I am duly authorized on behalf of all the ownership interests in the above described property; that all information is true and correct; that all information herein will be updated and submitted to the Borough of Jamesburg Zoning Officer; that any and all notices, including but not limited to legal service of process or citation, shall be sufficient if actually received and that failure to comply with local codes and ordinances, state sanitary codes, and all other laws applicable to this property, is subject to summons.

\_\_\_\_\_  
Applicant / Owners Name (Printed)

\_\_\_\_\_  
Applicant / Owners Signature

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

**OFFICE USE ONLY:**

Registration Fee/Year:

Initial (\$500) \_\_\_\_\_ First Renewal (\$1000) \_\_\_\_\_ Second Renewal (\$2000) \_\_\_\_\_

ALL Subsequent Renewals (\$3000) \_\_\_\_\_

Received By: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Cash \_\_\_\_\_ Check \_\_\_\_\_ Money Order: \_\_\_\_\_ Check/Money Order Number: \_\_\_\_\_