

VACANT/ABANDONED PROPERTY REGISTRATION FORM

Registration Date: _____

Property Address _____ Block _____ Lot _____

Property is: ☐ Abandoned – unoccupied for 6 months ☐ Vacant – unoccupied for 3 months

Date Property became Abandoned/Vacant: _____

PLEASE PRINT

Owner(s): Title holder, any agent of title holder having authority to act with respect to a vacant property, any foreclosing entity subject to provisions of C.46:10B-51 (P.L. 2008, c.127, §17) or any other entity determined by Borough of Little Silver to act with respect to the property.

Full Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Email Address: _____

Operator(s): Any person/persons/entity who is not the Owner who has charge, care, control of the premises with or without the knowledge/consent/authority of the Owner. This includes a creditor (as defined in N.J.S.A.46:10B-38), that has served notice of intention to foreclose on a mortgage on a residential property, and property has become vacant after the filing of this intention to foreclose.

Full Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Email Address: _____

Authorized Agent: A person 21 years or older, designated by Owner(s)/Operator(s) to receive notices of code violations, receive process in any court proceeding/administrative enforcement proceeding, on behalf of Owner(s), Operator(s) in connection with enforcement of applicable code. Contact Number must be available 24 hours/day on an emergency basis.

Full Name: _____
Company Name: _____
Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Cell: _____
Email Address: _____

Acknowledgement of Responsibility: The undersigned Owner/Operator/Agent: 1) Certify that the information herein is complete and accurate; 2) Assumes responsibility for securing property in conformity with the Borough of Little Silver Municipal Code Chapter XII "Buildings and Housing" Section 12-11 "Vacant and Abandoned Properties"; 3) Acknowledges the responsibility to notify the Borough of Little Silver within 30 days of any change in registration information by filing an amended registration form.; 4) Acknowledges responsibility for payment of Registration fees as outlined below.

Owner/Operator/Agent: _____ Signature: _____
Please Print Name

Vacant and Abandoned Property Registration Fee Schedule*

Registration	Fee
Initial Registration	\$500
First Renewal	\$1,500
Second Renewal	\$3,000
Any subsequent renewal beyond the second renewal	\$5,000

*Term for each registration year runs from January 1 to December 31 of each year with all fees due by January 31 of that year.

CONFIDENTIAL PROPERTY OF THE BOROUGH OF LITTLE SILVER

VACANT/ABANDONED PROPERTY REGISTRATION FORM

Vacant/Abandoned Property Address: _____ Block: _____ Lot: _____

Check box and complete information if applicable:

☐ Property is currently listed for sale.

Listing Agent/phone number: _____

Listing Date: _____

☐ Property sale is pending.

Buyer's Name: _____

Closing Date: _____

Requirements for Owners/Operators/Agents of Vacant and Abandoned Properties

By Checking each box below, the Owner/Operator/Agent confirms compliance with the Requirement.

☐ Posted a sign no smaller than 15" x 17" inside building listing name, address, telephone of Owner/Operator/Agent.

☐ Enclosed/secured building from unauthorized entry.

☐ Made provision for maintenance of lawn/yard including regular grass cutting.

☐ Ensured exterior grounds of structure, including yards, fences, sidewalks, walkways, alleys, accessory structures and driveways are well maintained and free from trash, loose litter, grass and weed growth.

☐ Made provision for cessation of mail delivery, newspapers, circulars including having the property listed on the exclusion list maintained by the Borough of Little Silver for the delivery of circulars/advertisements to the property.

☐ Made provision for the winterizing of the property by the cessation of water service to the property; draining of water lines; other than buildings with a fire sprinkler system.

☐ Made provision for cessation of electric and/or gas utility services to the property other than buildings with a fire sprinkler System.

Name of Owner/Operator/Agent: _____ Signature: _____
Please Print Name

Date: _____

Approved by: _____ Date: _____
Borough Official

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