



Borough of Oakland
Code Enforcement Office
One Municipal Plaza
Oakland, New Jersey 07436
201-337-8111 ext. 2025

ABANDONED PROPERTY REGISTRATION FORM

Every owner of abandoned property in the Borough of Oakland is required, pursuant to Ordinance 19-Code-797 "Rehabilitation of Abandoned Property" of the Borough Code 10-9, to register such property and pay a registration fee. For purposes of this ordinance "abandoned property" is defined as:

"Any real property located in the Borough, whether vacant or occupied, that is in default on a mortgage, has had a lis pendens filed against it by the lender holding a mortgage on the property, is subject to an ongoing foreclosure action by the lender, is subject to an application for a tax deed or pending tax assessors lien sale, or has been transferred to the lender under a deed in lieu of foreclosure."

Note: Each property having a separate tax block and lot number must be registered separately.

1. PROPERTY INFORMATION

Property Address: _____ Block # _____ Lot # _____

Date Property Became Abandoned: ____/____/____ (mm/dd/yyyy)

Check all that apply:

- ☐ Property is in default on a mortgage
- ☐ Property has had a lis pendens filed against it by the lender holding a mortgage on the property
- ☐ Property is subject to an ongoing foreclosure action by the lender
- ☐ Property is subject to an application for a tax deed or pending tax assessor's lien sale
- ☐ Property has been transferred to the lender under a deed in lieu of foreclosure

2. MORTGAGEE/FINANCIAL INSTITUTION/BANK INFORMATION

Name of Financial Institution/Bank: _____

Name of Contact Agent or Representative: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

Is the mortgagee a foreclosing entity? Yes ☐ No ☐

If yes, has the mortgagee provided to the Borough of Oakland the notice required by the New Jersey Creditor Responsibility Law (N.J.S.A. 46:10B-51)? Yes ☐ No ☐

3. PROPERTY OWNER INFORMATION

Name: _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

4. PROPERTY DESCRIPTION:

Total Number of Residential Units: _____ Number of Stories: _____

Property Acquisition Date: ____/____/____ (mm/dd/yyyy)

a. Is the property: Vacant ☐ Occupied ☐

- b. If occupied, name of occupant: _____
- c. If occupied, is occupant: Renter ☐ Mortgager ☐
- d. Is the property: Secure ☐ Open & Accessible ☐
- e. Does the owner intend to restore the property to productive use & occupancy within the next 12 months? Yes ☐ No ☐
- f. Is the property currently enclosed and/or secured from unauthorized entry (i.e. windows/door boarded)? Yes ☐ No ☐
- g. Are the utilities ON or OFF? ☐ Water ☐ ON ☐ OFF
☐ Gas ☐ ON ☐ OFF
☐ Electric ☐ ON ☐ OFF
- h. Is a sign (minimum 8" x 10") affixed to the building specifying the name, address and telephone number of the owner, owner's authorized agent and person responsible for daily supervision and management of the building? ☐ Yes ☐ No
- i. An emergency contact person in the State of New Jersey, having the authority to act and respond to the needs of the registered property, must be available on a 24 hour per day, 7 day per week basis.
 In State Emergency Contact: _____ 24 Hour Telephone Contact Number: (____) _____ - _____
 Contact email: _____

5. REGISTRATION/RENEWAL INFORMATION

- ☐ Initial registration \$400.00 first year annual fee due within 10 days of foreclosure action
- ☐ Second year registration \$800.00 second year annual fee due on or before January 1st.
- ☐ Third year and subsequent registrations \$1,600.00 annual fee due on or before January 1st.
- ☐ Amended registration statement (required if there are any changes to previously submitted information) No Fee

I, the undersigned, hereby affirm that I am duly authorized to act on behalf of the Mortgage of the above-referenced property. I hereby attest/swear that the information contained herein is accurate and complete to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment under the violations section of Ordinance No. 19-Code-797 of the Code of the Borough of Oakland 10-9.

 Applicants Signature

 Date

 Applicants Printed Name

For Office Use Only:

- ☐ Annual registration fee of \$400/\$800/\$1,600 was received with this form on ____/____/____
Property Registration for (address)_____
is valid from ____/____/____ until December 31, ____.

FINES ISSUED:

- ☐ \$_____ Failure to maintain the property issued ____/____/____
Received ____/____/____ (see copy of check attached)
- ☐ \$_____ Failure to respond to notices issued ____/____/____
Received ____/____/____ (see copy of check attached)
- ☐ \$_____ For costs associated with cleanup issued ____/____/____
Received ____/____/____ (see copy of check attached)

LIENS ISSUED:

- ☐ \$_____ for costs associated with cleanup undertaken on ____/____/____
Was imposed on ____/____/____
- ☐ \$_____ for costs associated with cleanup undertaken on ____/____/____
Was imposed on ____/____/____
- ☐ \$_____ for costs associated with cleanup undertaken on ____/____/____
Was imposed on ____/____/____

Within 30 days of sale, transfer or occupancy the Owner must supply proof of same to the Borough.

On ____/____/____

- ☐ Proof the property is no longer vacant (See Attached)
- ☐ Proof the property was sold (See Attached)
- ☐ Proof title has been transferred (See Attached)
- ☐ On ____/____/____ this property was removed from the Borough's Abandoned Property list by:

Name

Title

Date