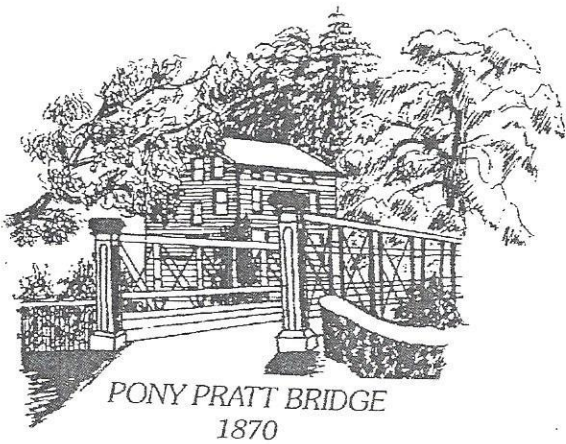




BOROUGH OF GLEN GARDNER
PO BOX 307
GLEN GARDNER, NEW JERSEY 08826

Phone: (908) 537-4748
Fax: (908) 537-7026

Date: _____

Re: _____
Property Address

_____ Property Address

_____ Property Address

VACANT/ABANDONED PROPERTY REGISTRATION

Dear Property Owner,

As the owner of a vacant/abandoned building in the Borough of Glen Gardner, you are required under Chapter 152 of the Code of The Borough of Glen Gardner (Ordinance No. 2016-06, Revised 10/17/18, Ordinance 2018-07) to register your building with the Borough Clerk. The initial registration fee shall be **\$500.00** if the registration is filed on or before June 30th of the first calendar year that the vacancy occurs, and **\$300.00** if the registration is filed after that date in the first calendar year of the vacancy.

Enclosed is the registration form. Please submit the completed form with the appropriate fee made payable to "**The Borough of Glen Gardner**" within thirty (30) days of the date of this Notice to the Borough Clerk at the address above.

The initial registration shall be valid through December 31st of the calendar year of the initial 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 Section 152-5 of this ordinance, for each vacant property registered. The registration shall be renewed January 1 of each subsequent calendar year that the vacancy continues, which said registration shall be filed on or before February 1st.

The owner must notify the Borough Clerk within thirty (30) days of any change in its registration information or statements by filing an amended Information and Registration Statement Form.

If there are any questions, please feel free to contact my office at 908-537-4748 or via email at ggclerk@glengardner.org.

Thank you,
Judy Bass, Borough Clerk

BOROUGH OF GLEN GARDNER
REGISTRATION INFORMATION AND STATEMENT FORM
FOR VACANT/ABANDONED PROPERTIES
(Please print or Type)

Under Chapter 152 of the Code of the Borough of Glen Gardner, a property owner must notify the Borough Clerk within thirty (30) days of any change in its registration information by filing an amended Information and Registration Information Statement Form.

Block # _____ Lot # _____

1. _____
Address of Subject Property/Building

Name of Property Owner

Property Owner's Address City State Zip

Telephone Number

Email Address

2. _____
Name of Authorized Agent to Act with Respect to the Vacant/Abandoned Property

New Jersey Address Only City State Zip

3. _____
Name of Person Responsible for Maintaining and Securing the Vacant/Abandoned Property if Different from Response No. 2.

New Jersey Address Only City State Zip

Telephone Number

Email Address

4. Property Description:

- A. Total Number of: Residential Units: _____ Commercial Units: _____
B. Number of Stories: _____
C. Purchase Date: _____

5. Property Owner Statement:

A. Does the property owner intend to restore the building to productive use and occupancy in the next 12 months: Yes _____ No _____

B. Is the building currently:

1. Enclosed and secured from unauthorized entry (boarded up):

Yes _____ No _____

2. Bearing a posted sign affixed to the building (no smaller than 8" x 10") indicating the name, address and telephone number of owner and owner's authorized agent as indicated in responses Nos. 2 and 3 above: Yes _____ No _____

C. Does the owner intend to continue to enclose and 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? Yes _____ No _____

Please explain and provide details for YES or NO answer:

I hereby certify that the foregoing information and statements made by me are true. I am aware that if any of the foregoing information or statements made by me are willfully false, I am subject to punishment under the "violations and penalties" provision of the vacant property registration ordinance.

Property Owner's Signature

Print Name

Date