



Borough of Westville

165 Broadway, Westville, New Jersey 08093
856-456-0030, extension 116 – www.westville-nj.com

REGISTRATION OF VACANT and ABANDONED PROPERTY Per Municipal Code Chapter 258 Section 14

Complete the information requested below and return this form to the Borough Municipal Offices at 165 Broadway, Westville, NJ 08093, Attention Registration of Vacant and Abandoned Property

Registered Residence Address: _____ Westville, NJ Zip Code 08093

BLOCK _____ LOT _____

Owner of Record _____

Notice of Default Recordation # _____ [Please attach copy to this form.]

Status [Please ✓ appropriate box.]	Abandoned ☐	Vacant ☐	Secure ☐	Open & Accessible ☐
Utilities ✓ On or Off:	Electric: ON ☐ OFF ☐	Water: ON ☐ OFF ☐	Gas: ON ☐ OFF ☐	

LOCAL PROPERTY MANAGER (Within 35 Miles of the Borough)

Name of Manager	Email Address
Property Management Company	24 Hour Phone Number (Direct Line)
Mailing Address: (No P.O. Boxes)	

DEFAULT INFORMATION

Name/Lender/Lien Holder/Trustee	
CONTACT PERSON	Phone Number
Mailing Address	
Recording Date	Document/Trustee Sale Number:



Borough of Westville

165 Broadway, Westville, New Jersey 08093
856-456-0030, extension 116 – www.westville-nj.com

Vacant Property Fees:	Initial Registration: \$500	Subsequent Renewal: \$2000
Foreclosure Property Fees:	Initial Registration: \$500	Subsequent Renewal: \$500
Please Check One:	☐ Initial Registration	☐ Subsequent Renewal
<u>All registration fees shall</u> <u>accompany this</u> <u>registration form.</u> The annual renewal shall be completed by January 1 st each year. A fine of no less than \$100. and no more than \$1,000. shall be imposed for each violation.		
<i>Initiated by:</i>		
PRINT NAME	SIGNATURE	DATE
COMPANY NAME & ADDRESS (P.O. BOXES NOT ACCEPTABLE)		

VERIFICATION - OFFICIAL USE ONLY

CODE ENFORCEMENT/ CASE NUMBER	Date of Registration
Fees Paid (Circle one)	
Initial Registration: \$500	Subsequent Vacant Fee: \$2000
Subsequent Foreclosure Fee: \$500	

BUILDING & HOUSING CASE NUMBER	Emergency Contact Name (Property)
Existing Filings	Emergency Contact Phone (24 Hour)



Borough of Westville

165 Broadway, Westville, New Jersey 08093
856-456-0030, extension 116 – www.westville-nj.com

Vacant and Abandoned Property Information

THE BOROUGH OF WESTVILLE MUNICIPAL CODE, CHAPTER 258, PROPERTY MAINTENANCE

PROPERTY MAINTENANCE REQUIRING REGISTRATION OF ALL VACANT AND ABANDONED PROPERTIES BY OWNERS AND BENEFICIARIES AND ESTABLISHING CERTAIN SECURITY AND MAINTENANCE REQUIREMENTS

- Any person, company, corporation, trustee or beneficiary, whose property becomes vacant or shows evidence of vacancy, is herein considered to be abandoned and shall within thirty (30) days of receiving notice of the declaration of vacancy, register said property with the Borough of Westville.
- The beneficiary/trustee shall register the property with the Borough using this form within thirty (30) days of transfer, vacancy or subsequent vacancy.
- Report to the Borough any changes in address and change of contact information within thirty (30) days of the change.
- Ensure that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, rights-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.
- Post a sign on the property with the property manager's name, address and a 24-hour contact telephone number.
- 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.



Borough of Westville

165 Broadway, Westville, New Jersey 08093
856-456-0030, extension 116 – www.westville-nj.com

Additional Information

VACANT PROPERTY – any building used or to be used as a residence, commercial or industrial structure which is not legally occupied or at which substantially all lawfully construction operations or occupancy has ceased, and which is in such condition that it **cannot** be legally reoccupied without repair or rehabilitation, including but not limited to any property meeting the definition of abandoned property (N.J.S.A. 55:19-54, 55:19-78, 55:19-79, 55:19-80 and 55:19-81).

ABANDONED PROPERTY – any property that has not been legally occupied for a period of six (6) months and which meets any one of the following additional criteria may be deemed to be abandoned property upon a determination by the public officer that:

- Property is in need of rehabilitation in the reasonable judgement of the public officer, **and No rehabilitation has taken place during that six (6) month** period;
- Construction was initiated on the property and was discontinued prior to completion, leaving the building unsuitable for occupancy, and **no construction** has taken place for **at least six (6) months** as of the date of a determination by the public officer
- At least one (1) installment of property tax remains **unpaid and delinquent** on that property
- Property has been determined to be a nuisance

REGISTRATION REQUIRED – any owner of any vacant property shall within 30 calendar days after the building becomes vacant or within 30 days after assuming ownership of the vacant property, whichever is later; or within 10 calendar days of receipt of notice by the Borough, file a registration form. Failure to receive notice by the Borough shall not constitute grounds for failing to register the property.

Owners are required to renew the registration annually (by January 1st of each year) as long as the building remains vacant/abandoned and shall pay a registration/renewal fee in the amount prescribed, for each vacant property. Initial registration fee shall be pro-rated for registration forms received less than 10 months prior to that date. Owners shall notify the Borough within 30 days of any change in the registration information.

In addition to registration, requirements of owners of vacant/abandoned properties are:

1. Enclose and secure the building
2. Post a sign affixed to the building indicating the name, address and phone number of the owner/agent person responsible for day-to-day supervision and management of the building
3. Ensure exterior grounds, (including yards, fences, sidewalks, walkways, right-of-ways, alleys, retaining walls, etc.) are well-maintained and free from trash, debris, etc.

VIOLATIONS – Any person who violates any provision of the Ordinance shall be fined not less than \$100 and not more than \$1000 for each offense. Every day a violation continues shall constitute a separate offense.

Failure to register within 30 days after a building becomes vacant/abandoned, shall be deemed to be a violation of this Ordinance.