



Borough of Hasbrouck Heights
320 Boulevard
Hasbrouck Heights NJ 07604
201-288-0195

VACANT PROPERTY REGISTRATION

Effective August 9, 2016, the owner of any vacant property shall, within 30 days after the building becomes vacant property 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 municipality, file a registration statement for such vacant property with the Property Maintenance Official. The registration shall remain valid until the end of the calendar year. The owner shall be required to renew the registration annually, no later than January 1st, as long as the building remains vacant and/or abandoned property and shall pay a registration or renewal fee in the amount prescribed in Chapter 133-9.1 of Chapter 109 of the Borough Code of the Borough of Hasbrouck Heights for each vacant property registered. In addition, the owner shall be required within 30 calendar days to update the information filed with the Borough of Hasbrouck Heights as necessary between registration renewal periods.

Please complete this form and remit the appropriate registration fee.

Section 1. Registration Type (please check one)

Initial Registration \$500 ☐

Date: _____

First Renewal \$1,500 ☐

Date: _____

Second Renewal: \$3,000 ☐

Date: _____

Subsequent Renewals: \$5,000 ☐

Date: _____

Section 2. Property Information

Date of Vacancy: _____

Property Address: _____

Block: _____ Lot: _____

Section 3. Ownership and Management Information

Name of Owner: _____

Address of Owner: _____

Telephone Number of Owner: _____ E-mail of Owner: _____

Additional Owner(s): _____

Name of Manager/Agent/ Local New Jersey Representative: _____

Telephone Number of Manager/Agent/Local New Jersey Representative: _____

Section 4. Others with Legal Interest in the Property

Bank, Institution or Other holding Mortgage: _____

Address of Mortgagee: _____

Additional Mortgage Holders, Lien holders, or Successors (list Names and Addresses below):

Section 5. Intended Future Property Use

Describe the intended future use of the property. List improvements to be made, anticipated reoccupation date, and method for marketing/advertising the availability of space if applicable:

Section 6. Certification

I/We hereby acknowledge the provisions of this ordinance that will require the re-registration of this property, should it still be vacant the registration shall remain valid until the end of the calendar year. The owner shall be required to renew the registration annually, no later than January 1st. In addition, I/we will make reasonable accommodations to the Borough of Hasbrouck Heights for all applicable inspections when requested.

Owner and/or Authorized Agent

OFFICIAL USE ONLY

_____ Fee Charged _____ Payment Method _____ Date
(Cash, Check, Money Order)