



# THE BOROUGH OF ALLENDALE

N E W J E R S E Y

500 WEST CRESCENT AVENUE, ALLENDALE, NJ 07401

WWW.ALLENDALENJ.GOV

## VACANT PROPERTY REGISTRATION

Effective June 1, 2014, 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 1<sup>st</sup>, as long as the building remains vacant property and shall pay a registration or renewal fee in the amount prescribed in § 248-3 of the Municipal Code of the Borough of Allendale for each vacant property registered. In addition, the owner shall be required to update the information filed with the Borough of Allendale 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   
\$100.00 for each building

Renewal Registration   
\$100.00 for each building

Initial Registration Date \_\_\_\_\_

### Escrow Schedule

Initial Registration: \$1,000  
First Renewal: \$2,000  
Second Renewal: \$3,000  
Subsequent Renewals: \$5,000

### 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: \_\_\_\_\_ Email 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**

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Bank, Institution or Other holding Mortgage: \_\_\_\_\_

Address of Mortgagee: \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Section 5. Intended Future Property Use**

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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**

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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 Allendale for all applicable inspections when requested.

\_\_\_\_\_  
Owner & or Authorized Agent

**OFFICIAL USE ONLY**

\_\_\_\_\_ Fee Charged      \_\_\_\_\_ Payment Method      \_\_\_\_\_ Date