

## Hainesport Township

Block \_\_\_\_\_ Lot \_\_\_\_\_

Property Address \_\_\_\_\_

**Property Owner:**

Name \_\_\_\_\_

Address (No PO Boxes) \_\_\_\_\_

Telephone Number &amp; Email \_\_\_\_\_

**Lender/Lien Holder/Mortgage Company/Trustee:**

Name \_\_\_\_\_

Address (No PO Boxes) \_\_\_\_\_

Telephone Number &amp; Email \_\_\_\_\_

Contact Name, Telephone Number &amp; Email \_\_\_\_\_

**Property Management Company:**

Name \_\_\_\_\_

Address (No PO Boxes) \_\_\_\_\_

Telephone Number &amp; Email \_\_\_\_\_

Contact Name, Telephone Number &amp; Email \_\_\_\_\_

**Property Description:**

1. Property Acquisition Date \_\_\_\_\_  
Vacant \_\_\_\_\_ Abandoned \_\_\_\_\_ Secure \_\_\_\_\_ Open & Accessible \_\_\_\_\_
2. Does the owner intend to restore the property to productive use and occupancy within next 12 months? Yes \_\_\_\_\_ No \_\_\_\_\_
3. Is the property currently enclosed and /or secured from unauthorized entry (windows/doors boarded)? Yes \_\_\_\_\_ No \_\_\_\_\_
4. Are the utilities ON or OFF? Electric \_\_\_\_\_ Water \_\_\_\_\_ Gas \_\_\_\_\_
5. 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 of the building? Yes \_\_\_\_\_ No \_\_\_\_\_

An emergency contact person, having the authority to act and respond to the needs of the registered property, must be available on a 24 hour per day, 7 days per week basis.

Emergency Contact Name and 24 hour phone number \_\_\_\_\_

I certify that the foregoing statements are true. I am aware that if any of the statements made are willfully false, I am subject to punishment under the code of the Township of Hainesport Maintenance Ordinance.

Owners Name _____	Owners Signature _____	Date _____
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Official Use:

Fee Paid \_\_\_\_\_ Cash \_\_\_\_\_ Check Number \_\_\_\_\_

## Hainesport Township

### REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM

Registration shall remain valid for one year from the date of registration, except for the initial registration, which shall be prorated through December 31<sup>st</sup>. 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 Hainesport Township Ordinance 2017-8 for each vacant property registered.

The annual renewal shall be completed by January 1<sup>st</sup> of each year. The initial registration fee shall be prorated for registration statements received less than 10 months prior to that date.

The registration fee for each vacant property shall be \$250.00

### Initial \$250.00 Registration Example

#### **Month 1 & 2 - \$250.00 (Full Registration Fee)**

**Month's 3 – 12 are prorated at \$20.83 per month. If a property is registered in the month of December, the prorated fee of \$20.83 will be due, however as of January 1<sup>st</sup> of the new calendar year the renewal fee will be \$250.00 for the second year of renewal.**

Be advised that in addition to other responsibilities, owners of vacant/abandoned properties are responsible for continuous property maintenance which includes but is not limited to: ensuring that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, right of ways, alleys, retaining walls and attached or unattached accessory structures and driveways are well maintained and free from trash, debris, loose litter and grass and weed growth. The building must be secured from unauthorized entry and a sign identifying the responsible parties must be affixed. Failure to comply with these standards will result in enforcement action against the owner.

**Please send your payment in to: Hainesport Township, 1 Hainesport Centre, P.O. Box 477, Hainesport, NJ 08036. ATTN: Code Enforcement Officer.**

Please provide written notice to the Code Enforcement Office if you no longer have responsibility for the maintaining and securing the specific property you have previously maintained, along with the new owner information if available.