



## **VACANT/ABANDONED PROPERTY REGISTRATION**

### **REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM**

Registration shall remain valid for one year from January to December, 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 Lumberton Township Ordinance 2016-06 for each vacant property registered.

The annual renewal shall be completed by January 1<sup>st</sup> 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 building shall be **\$250.00**.

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.



**VACANT/ABANDONED PROPERTY REGISTRATION FORM**

(Please Print or Type)

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

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

**PROPERTY OWNER:**

Name: \_\_\_\_\_

Address (No P.O. Boxes): \_\_\_\_\_

Telephone Number & E-Mail: \_\_\_\_\_

**LENDER/LIEN HOLDER/MORTGAGE COMPANY/TRUSTEE:**

Name: \_\_\_\_\_

Address (No P.O. Boxes): \_\_\_\_\_

Telephone Number & E-Mail: \_\_\_\_\_

Contact Name, Telephone Number (Direct Line) & Email: \_\_\_\_\_

**PROPERTY MANAGEMENT COMPANY:**

Name: \_\_\_\_\_

Address (No P.O. Boxes): \_\_\_\_\_

Telephone Number & E-Mail: \_\_\_\_\_

Contact Name, Telephone Number (Direct Line) & Email: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

Total Number of Residential Units: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Property Acquirement Date: \_\_\_\_\_

1. Is the property:  
Vacant \_\_\_\_\_ Abandoned \_\_\_\_\_ Secure \_\_\_\_\_ Open & Accessible \_\_\_\_\_
2. Does the owner intend to restore the property to productive use and occupancy with the next 12 months?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
3. Is the property currently enclosed and/or secure from unauthorized entry (e.g., 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 and management of the building?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_

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

Emergency Contact Name & 24 Hour Telephone Number: \_\_\_\_\_

I certify that the forgoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment under the penal section of the Township of Lumberton Property Maintenance Ordinance.

Owner's Name (Printed) \_\_\_\_\_ Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

**OFFICE USE ONLY:**

FEE PAID: \_\_\_\_\_ DATE PAID: \_\_\_\_\_ CASH \_\_\_\_\_ CHECK # \_\_\_\_\_