Randall W. Teague, Mayor Director of the Department of Public Works, Parks, and Public Property

Ryan Linhart, Commissioner Director of the Department of Revenue & Finance

James Mulroy, Commissioner Director of Public Safety & Department of Public Affairs



Compliance Officer: Lee Palo Tele: (856) 854-1176 ext. 6266

10 Reeve Avenue Haddon Twp., NJ 08108

Web: www.haddontwp.com

### where community thrives

## VACANT/ABANDONED PROPERTY REGISTRATION

#### **REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORMS**

Registration shall remain valid for one year from the date of registration. The owner shall be required to renew the registration annually as long as the building remains vacant and/or abandoned property and shall pay a registration or renewal fee in the amount prescribed in Township ordinance 111-21 for each vacant property registered.

The annual renewal shall be completed by January 1<sup>st</sup> each year.

The initial registration fee for each building shall be \$500. The fee for the first renewal is \$1,500 and the fee for the second renewal is \$3,000. The fee for any subsequent renewal beyond the second renewal is \$5,000.

**Vacant Property Registration Fee Schedule** 

| Туре                 | Fee     |
|----------------------|---------|
|                      |         |
| Initial registration | \$500   |
| First renewal        | \$1,500 |
| Second renewal       | \$3,000 |
| Subsequent renewal   | \$5,000 |

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.

Refer to Chapter 187, of the Township of Haddon Code Book for additional information and further details regarding property maintenance and vacant/abandoned properties.

The Township of Haddon Code Book is available online at www.haddontwp.com

PLEASE RETURN COMPLETED FORMS WITH PAYMENT TO THE COMPLIANCE OFFICER

Lee Palo at, 10 REEVE AVE., HADDON TWP., NJ 08108 Email: <u>LPALO@HADDONTWP.COM</u> Phone: (856) 854-1176 ext. 6266

## \*\*\*PLEASE MAKE ALL CHECKS PAYABLE TO, 'HADDON TOWNSHIP'

Municipal Building, 135 Haddon Avenue, Haddon Township, New Jersey 08108

# VACANT/ABANDONED PROPERTY REGISTRATION FORM (Please Print or Type)

| Block:  | Lot:                     |        |  |  |  |  |
|---|--------------------------|--------|--|--|--|--|
| Property Address:   |                          |        |  |  |  |  |
| PROPERTY OWNER:   |                          |        |  |  |  |  |
| Name:Address (No P.O. Boxes):   |                          |        |  |  |  |  |
|   |                          | Email: |  |  |  |  |
| •   |                          | Email: |  |  |  |  |
| PROPERTY MANAGEMENT C   | COMPANY (if applicable): |        |  |  |  |  |
| Name:   |                          |        |  |  |  |  |
| Address: (No P.O. Boxes):   |                          |        |  |  |  |  |
| Phone#:   | Fax #:                   | Email: |  |  |  |  |
| Primary Contact information, if differs from the property owner information listed above: |                          |        |  |  |  |  |
| Phone#:   | _ Fax #:                 | Email: |  |  |  |  |

## **PROPERTY DESCRIPTION**

| Total Number of Re  | esidential Units:    |                  |             |                    |                      |  |
|---|----------------------|------------------|-------------|--------------------|----------------------|--|
| Number of Stories:  |                      |                  |             |                    |                      |  |
| Property Acquireme  | ent Date:            |                  |             |                    |                      |  |
| 1. Is the property:<br>Vacant   | Abandoned            | Secure           | _ Open & A  | ccessible          |                      |  |
| 2. Does the owner months?<br>Yes:   | intend to restore th | ne property to p | roductive u | se and occupancy   | y within the next 12 |  |
| 3. Is the property c<br>boarded)?<br>Yes:   | urrently enclosed a  | and/or secured : | from unauth | norized entry (e.g | g., windows/doors    |  |
| 4. Are the Utilities  | ON or OFF? Elec      | etric            | Water       | Gas                | _                    |  |
| 5. Is a sign (minim<br>number of the owne<br>management of the  | er, owner's authori  |                  |             |                    | -                    |  |
| 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 day per week basis.<br>Emergency Contact Name & 24-Hour Telephone Number:                                     |                      |                  |             |                    |                      |  |
| Contact:  | Phone#:              |                  | E           | mail:              |                      |  |
| I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF<br>ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO<br>PUNISHMENT UNDER THE PENAL SECTION OF THE TOWNSHIP OF HADDON PROPERTY<br>MAINTENANCE ORDINANCE. |                      |                  |             |                    |                      |  |
| OWNER'S NAME (PF  | RINTED)              |                  | OWNER'S     | SIGNATURE          | DATE                 |  |
| OFFICE USE ONL<br>\$5,000   | Y: Initial \$50      | 0 First          | s S         | econd \$3,000      | Subsequent           |  |
|   | Date Paid:           |                  | Cash        | Check#             |                      |  |
|   |                      |                  |             |                    |                      |  |

Municipal Building, 135 Haddon Avenue, Haddon Township, New Jersey 08108