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 1st, 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: $500
First Renewal: $1,500
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

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

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 Allendale for all applicable inspections when requested.

_____

Owner & or Authorized Agent

OFFICIAL USE ONLY

_____ Fee Charged _____ Payment Method _____ Date