

TOWNSHIP OF BOONTON
155 Powerville Road
Boonton Township, NJ 07005
ATTN: VPR OFFICIAL

VACANT PROPERTY REGISTRATION FORM
AS REQUIRED PURSUANT TO TOWNSHIP ORDINANCE NO. 912

Registration is valid for one year and shall be renewed on an annual basis if the property remains vacant and abandoned.

An annual fee of \$250 for a certificate of registration for a vacant and abandoned property shall be paid to the Township Clerk. Please make checks or money orders payable to the "Township of Boonton".

1) PROPERTY INFORMATION & OWNERSHIP INFORMATION

Property Address: _____

Block: _____ Lot: _____

Owner(s) Name: _____ Owner(s) Phone #: _____

Owner(s) Mailing Address: _____

2) PROPERTY DESCRIPTION/ADDITIONAL INFORMATION

Type of Property: ☐ Residential; ☐ Commercial Date Property was acquired: _____

Total # of Residential Units: _____ Total # of Commercial Units: _____

Does "owner intend to restore property to productive use and occupancy in the next 12 months?"
☐ Yes ☐ No

Has a foreclosure proceeding been initiated against this property? ☐ Yes ☐ No

If "Yes", please provide the filing date of the summons and complaint to foreclose: _____

- 3) AUTHORIZED AGENT: must be a natural person 21 years of age or older designated by the owner(s) to receive noticed of code violations and to receive process in any court proceeding or administrative enforcement proceeding on behalf of such owner(s) in connection with the enforcement of any applicable code. The authorized agent must have a contact number that will be available 24 hours per day on an emergency basis.**

Name: _____

Address: _____

Phone #(daytime): _____ Phone #(evening): _____

Email: _____

4) PERSON RESPONSIBLE FOR MAINTAINING AND SECURING PROPERTY: (if different from the authorized agent)

Name: _____

Address: _____

Phone #(daytime): _____ Phone #(evening): _____

Email: _____

5) REQUIREMENTS

1. Has the property been enclosed and secured against unauthorized entry? ☐ Yes ☐ No
 2. Has a sign been posted to the inside of the property and visible to the public indicating the name, address, and telephone number of the responsible party, any authorized agent designated by the responsible party for the purpose of receiving service of process, and the person responsible for maintaining the property if different? ☐ Yes ☐ No
 3. Has a vacancy liability insurance policy, covering any damage to any person or any property caused by any physical condition of the property, been acquired or otherwise maintained? ☐ Yes ☐ No
 4. Affix evidence of such insurance policy to this form.
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6) ACKNOWLEDGEMENTS/CERTIFICATIONS

Please acknowledge your awareness that, upon filing this registration with the Township, you have a continuing obligation to update the Township of any changes to the information contained hereinabove within 30 days of such change.

☐ I acknowledge this obligation

Please acknowledge your understanding of Chapter 114 Sections 35 through 37 of the Municipal Code of the Township of Boonton, and of all your obligations and responsibilities thereunder.

☐ I acknowledge my understanding of Chapter 114 Sections 35 through 37 of the Code of the Township of Boonton

FEES (check all that pertain, below):

- ☐ Initial registration **\$250.00**
- ☐ Annual Renewal **\$250.00**
- ☐ Fee for outstanding code violation at time of initial registration renewal, per §114-36(e) **\$500.00**
- ☐ Fee for outstanding code violation at time of subsequent registration renewal, per §260-5(E) **\$750.00**

Please acknowledge your understanding that failure to comply with Chapter 114 Sections 35 through 37 of the Code of the Township of Boonton may result in penalties per §114-40

☐ I acknowledge my understanding of the consequences of failure to comply with the requirements of Chapter 114 Sections 35 through 37 of the Code of the Township of Boonton

I, the undersigned hereby affirm that I am the owner or Authorized Agent designated to act on behalf of the owner for the above-described property and that all information is true and correct to the best of my knowledge and belief.

Signature: _____

Date: _____

Print Name: _____

CERTIFICATE OF PROPERTY REGISTRATION

This Certification is Proof that the Creditor/Responsible Party has submitted a completed Vacant Property Registration Form along with the annual registration to the Municipal Clerk of the Township of Boonton, County of Morris, State of New Jersey for the 202____ Calendar Year along with the registration fee in the amount of for the property located at: _____

Block: _____ Lot: _____

The property has been registered as vacant and abandoned as of _____, 20____

Douglas Cabana, R.M.C.
Township Clerk
Township of Boonton

Date