

Vacant Property Registration Statement Form

As required by Ordinance 04-2019 and NJSA 40:69A-31

Please Print or Type. Please read the summary of the Ordinance.

Vacant/Abandoned
 \$2,000 – One Time Fee

Foreclosure
 \$500 – Annually

Creditor Owned
 \$2,000 – Annually

1. Vacant Property Address: _____ Blk# _____ Lot# _____

2. Owner(s) Information: Owners(s) Names(s): _____

Address: _____ City: _____ State: _____ Zip: _____

Email _____ Day Phone#: _____ Night Phone#: _____

Is Owner a Corporation? _____ (Yes/No) Is Owner a Partnership? _____ (Yes/No)

If yes, attach copies of Corporation/LLC Resolution to this Registration Statement.

3. Authorized Agent: A natural person eighteen years of age, or older, designated by the owner(s) as the authorized agent for receiving notices of code violations and for receiving process in any court proceeding or administrative enforcement proceedings on behalf of such owner(s) in connection with the enforcement of any applicable code. This person must maintain an office in the State of New Jersey or reside within the State of New Jersey, which address shall be provided in this section for service of process.

Agent Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone#: _____ Night Phone#: _____

4. Superintendent/Janitor/Custodian or Other: The person responsible for maintaining and security of the property, if different.

Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone#: _____ Night Phone#: _____

5. Owner(s) Emergency Contact: Name of an individual(s) who may be contacted in the event of an emergency when the owner(s) or authorized agent is unavailable.

Emergency Contact Name: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Day Phone#: _____ Night Phone#: _____

6. Vacant Property Utility Information: Have the following services been disconnected and/or winterized, as appropriate?
“D” Disconnected or “W” Winterized

Heat Electric Gas Water Sewer

Other: _____

7. Requirements: Place your initials next to the following items to indicate that you are in compliance with these vacant requirements:

____ Vacant Property has been secured against unauthorized entry as provided in the applicable provision of the city code.

____ A sign has been affixed to the inside of the vacant property indicating the name, address and phone number of the owner(s) and/or the owner(s) authorized agent and the individual responsible for day-to-day supervision of the vacant property if such person is so designated.

____ An approved “No Trespassing” sign has been placed in a conspicuous location on the premises.

____ The required vacant property liability insurance in the amounts specified in the Ordinance is in full effect and a copy of said policy is attached to this registration statement.

____ A check or money order in the required amount for this registration statement is attached to the registration statement.

8. Owner/Agent Certification: Any owner(s) who is not in full compliance with this Article or who otherwise violates any provisions of this Article, or of the rules and regulations issued, shall be subject to a fine of not less than five hundred (\$500.00) dollars and not more than one thousand (\$1,000.00) dollars for each offence. Every day that a violation continues shall constitute a separate and distinct offence. I hereby certify that all the above information is true to the best of my knowledge and belief. I am aware that if the foregoing information is willfully false, that I am subject to violations and penalties.

Date: _____ Owner/Agent Signature: _____

Date: _____ Owner/Agent Signature _____

Summary of Ordinance 04-2019

Ordinance 04-2019 in its entirety is not contained herein.
For a copy of Ordinance 04-2019 in its entirety, please contact City Hall.

Definition – Owner: Shall include the title holder, any agent of the title holder having authority to act with respect to a vacant property, and foreclosing entity subject to the provisions of P.L. 2021, c.444, or any other entity determined by the City to have authority to act with respect to the property.

The owner shall notify the City Code Enforcement Official within thirty (30) days of any change in the registration information by filing an amended registration statement on a form provided by the City Code Enforcement Official for such purpose.

Registration Statement Requirements, Property Inspection:

After filing a registration statement or a renewal of a registration statement, the owner of any vacant property shall provide access to the City Code Enforcement Official to conduct an exterior and interior inspection of the building to determine compliance with the City Code, following reasonable notice, during the period covered by the initial registration or any subsequent renewal.

General Requirements: Effective upon passage and adoption of this Ordinance and publication of same, the owner of any current vacant and abandoned property, or any property that subsequently becomes vacant as defined herein, shall within sixty (60) days after the building becomes a vacant property or upon adoption of the is Ordinance, or within thirty (30) days after assuming ownership of the vacant property, whichever is later, file a registration statement for each such vacant property with the City of Burlington Code Enforcement Official for such purpose. 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 31, as long as the building remains a vacant property and shall pay a registration renewal fee in the amount prescribed in Section § 338-4 Fee Schedule for each vacant property registered.

Requirements of Owners of Vacant and Abandoned Property

The owner of any building that has become a vacant and abandoned property, and any person maintaining, operating, or collecting rent for any such building that has become vacant, shall, within thirty (30) days thereof:

- A. Enclose and secure the building against unauthorized entry as provided in the applicable provisions of the City Code, or as set forth in rules and regulations supplementing those code; and
- B. Post a sign affixed to the inside of the building indicating the name, address, and telephone number of the owner, the owner's authorized agent for the purpose of service of process (if designated pursuant to § 338-3 of the City Code, and the person responsible for day-to-day supervision and management of the building, if such person is different from the owner holding title or authorized agent.
- C. Secure the building from unauthorized entry and maintain the sign until the building is again legally occupied or demolished or until repair or rehabilitation of the building is complete, and
- D. Place a sign or posting indicating that unauthorized persons are not permitted entry unto the building or on the porch, curtilage or surrounding areas in accordance with the provisions of N.J.S.A 2C:18-3b(2). Said sign/posting shall clearly indicate "No trespassing" in a form approved by the City of Burlington and shall be placed in a conspicuous location on the premises. The sign shall be of a size and place in such a location so as to be legible from the nearest public street or sidewalk, whichever is nearer, but shall be no smaller than fifteen (15) inches by seventeen (17) inches.
- E. The owner of any building shall acquire and otherwise maintain liability insurance by procuring a vacancy policy in an amount of not less than \$300,000 for the buildings designed primarily for use as residential units and not less than \$100,000 for any other building including, but not limited to, buildings designed for manufacturing, industrial, storage or commercial uses, covering any damage to any person or any property caused by any physical condition of or in the building.
 - (1) The owner shall attach evidence of the insurance to the owner's registration statement. Any registration statement submitted that does not include such evidence shall not be deemed to be a valid registration.
- F. The owner of any property as defined in this section shall remove any satellite dish from the exterior of the building and property within thirty (30) days of the effective date of this subsection, or thirty (30) days from the date that the property becomes vacant, or thirty (30) days from the date that the owner assumes ownership of the property. Any owner of a vacant property found to be in violation of this section of the City Code shall be subject to a fine pursuant to § 338-7 of the City Code.

[Add 2-7-2017 by Ord. No. 01-2017]