



**BOROUGH OF EATONTOWN
CODE ENFORCEMENT**



VACANT PROPERTY REGISTRATION APPLICATION

Section 250.8-15 of the Borough Code requires the owner, or creditor, of any vacant property to register within sixty (60) days after the building becomes vacant. The registration shall remain valid for one (1) year from the date of registration.

The owner shall notify the Division of Code Enforcement within thirty (30) days of any change in the registration information by filing an amended registration statement.

The registration statement below shall be deemed prima facie proof of the statements therein contained in any enforcement proceeding or court proceeding instituted by the Borough of Eatontown against the owner or owners of the building.

The owner shall be required to renew the registration annually as long as the property remains vacant.

The owner shall be required to provide access to the Borough to conduct an exterior and interior inspection to determine compliance with the Borough Code, following reasonable notice during the period of initial registration or any subsequent renewal.

The owner shall post a sign affixed to 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 Section 250.14 of this Article), 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. The sign shall be of a size and placed in such a location to be legible from the nearest public street or sidewalk, whichever is nearer, but shall be no smaller than 18" x 24".

Property Address: _____ Block: _____ Lot: _____

Date the Summons and Foreclosure Complaint Filed: _____

Court Action Filed in: _____

Docket Number: _____ Subject Property is Vacant: ☐ YES ☐ NO

Please **PRINT OR TYPE** all the information. **P.O. BOX ADDRESS WILL NOT BE ACCEPTED.** If there are additional contacts, attach a separate page.

1. Name of the Lender Responsible to receive complaints concerning property maintenance and code violations:	
Address:	
City, State, Zip:	
Phone:	
Cell Phone:	
Email Address:	
2. Agent or Property Manager responsible for the care, maintenance, upkeep, and security for the property:	
Address:	
City, State, Zip:	
Phone:	
Cell Phone:	
Email Address:	

I Hereby Attest/Swear that the information contained on this Vacant Property Registration is accurate and complete to the best of my knowledge and that I am required to notify the Division of Code Enforcement of any changes.

Representative Signature: _____ Date: _____

Print Name: _____ Title: _____

§ 250-16 Fee schedule.

[Added 10-11-2023 by Ord. No. 28-2023]

A. For vacant and abandoned properties being registered by the owner:

Initial registration and annual renewal without maintenance or code violations \$250

The first renewal if any property maintenance or code violations that existed at the time of the previous registration remain unabated at the time of renewal or if there is a new such violation on the property that remains unabated at the time of renewal. \$500

Any subsequent renewal if any property maintenance or code violations that existed at the time of the previous renewal remains unabated at the time of renewal or if there is a new such violation on the property that remains unabated at the time of renewal. \$750

B. For vacant and abandoned properties being registered by a creditor:

Initial registration \$500

Any subsequent renewal \$2,500

The appropriate registration fee must accompany the application. Make checks payable to the Borough of Eatontown and mail to the following address:

Mailing Address: Borough of Eatontown
 Land Use Department / Code Enforcement
 47 Broad Street
 Eatontown, NJ 07724

I certify that the above Vacant Property will adhere to the Borough of Eatontown code of Ordinances Chapter Section 250.8 through 250.18 concerning Maintenance of Vacant Properties, Registration Requirements and Fees and Property Maintenance Rules and Regulations.

Signature: _____

Date: _____