



**REGISTRATION FORM FOR
VACANT/ABANDONED RESIDENTIAL PROPERTIES**

(Please Print or Type)

BLOCK # _____ LOT # _____

1. _____
ADDRESS OF SUBJECT DWELLING

2. _____
PROPERTY OWNER'S NAME TELEPHONE #

3. _____
PROPERTY OWNER'S ADDRESS CITY STATE ZIP

EMAIL ADDRESS

4. _____
NAME OF MANAGING AGENT AUTHORIZED TO ACT WITH RESPECT TO THE VACANT
PROPERTY

NJ ADDRESSES ONLY CITY STATE ZIP CODE

TELEPHONE #

EMAIL ADDRESS

5. PROPERTY DESCRIPTION: TOTAL RESIDENTIAL UNITS: _____ COMMERCIAL UNITS: _____

A. NUMBER OF STORIES: _____

B. DATE PROPERTY WAS ACQUIRED: _____

C. DOES "OWNER" INTEND TO RESTORE PROPERTY TO PRODUCTIVE USE AND
OCCUPANCY IN THE NEXT 12 MONTHS? YES: _____ NO: _____ (Check one)

D. IS PROPERTY CURRENTLY:

1. ENCLOSED AND SECURED FROM UNAUTHORIZED ENTRY: (BOARDED-UP)

YES _____ NO _____

2. SIGN AFFIXED TO BUILDING INDICATING THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE OWNER AND OWNER'S AUTHORIZED AGENT? (no smaller than 18'x24") YES ____ NO ____
3. WHO WILL MAINTAIN THE BUILDING AND THE SIGN IN A SECURE AND CLOSED CONDITION UNTIL BUILDING IS AGAIN OCCUPIED, DEMOLISHED AND/OR REHABILITATION IS COMPLETED?

CERTIFICATION

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT UNDER THE PENAL PROVISIONS OF THE MAINTENANCE AND REGISTRATION OF VACANT OR ABANDONED PROPERTIES ORDINANCE (18-12).

OWNER'S SIGNATURE

DATE

Frequently Asked Questions:

How do I know if my property is considered a vacant or abandoned residential property?

“Vacant Property” as defined by Ordinance NO. 18-12 and as provided in N.J. S. A. 55:19-83, any property that has not been legally occupied for a period of three to six months.

Why should I register and my residential property as vacant?

The Borough of Tenafly has recently adopted the *Maintenance and Registration of Vacant or Abandoned Properties Ordinance* in an effort to reduce crime, fires, blight, and other negative effects caused by vacant and abandoned properties. Property owners who fail to register their vacant properties with the Borough of Tenafly are subject to substantial fines.

How do I register my property as a vacant residential property?

Vacant property should be registered with the Borough of Tenafly Building Department. Vacant residential property registrations should be renewed on a bi-annual basis. Registration forms are available on the Borough of Tenafly website and at the Borough Hall, 100 Riveredge Road, Tenafly, NJ Building Department. Completed forms and fees should be returned to:

Borough of Tenafly
Building Department
100 Riveredge Road
Tenafly, NJ 07670

Vacant Property Registration Fee Schedule:

| <i>Single-Family and Two-Family Residential Properties</i> | |
|---|----------|
| Initial Registration | \$75.00 |
| First Renewal | \$100.00 |
| Second Renewal | \$100.00 |
| Third Renewal | \$200.00 |
| Fourth Renewal | \$200.00 |
| Fifth Renewal | \$300.00 |
| All subsequent Renewals | \$300.00 |

| <i>All Other Properties</i> | |
|------------------------------------|------------|
| Initial Registration | \$300.00 |
| First Renewal | \$500.00 |
| Second Renewal | \$500.00 |
| Subsequent Renewal | \$2,000.00 |

When should I register my vacant residential property?

If you already own a residential property that is vacant, you have until August 26, 2018 to register your vacant property with the Borough.

If you acquire a vacant residential property on or after August 26, 2018, you must register the property within 30 days of acquisition.

If you already own a property prior to August 26, 2018, that becomes vacant on or after August 26, 2018, you have 60 days after the property becomes vacant to register it.

I received a notification from the Borough stating that my property was added to its Abandoned Property List, must I also register it as a Vacant Property?

Yes. Any property that is considered abandoned must be registered as a Vacant Property with the Borough of Tenafly.

What should I do once I have registered a vacant property with the borough?

Vacant property owners are required to enclose and secure the property in accordance with the code of the Borough of Tenafly. In addition, a sign should be posted on the property indicating the name, address, and telephone number of the owner, the owner’s authorized agent, and the person responsible for day-to-day supervision and management of the property, 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 so as to be legible from the nearest public street or sidewalk, whichever is nearer, but shall be no smaller than 15 inches by 17 inches. The property should remain secured and marked until the property is no longer vacant.

What are the penalties for not registering a vacant residential property with the borough?

Any owner who is not in full compliance with this Ordinance or who otherwise violates any provision of this Ordinance or of the rules and regulations issued hereunder shall be in addition to the payment of the prescribed licensing fee subject to a fine of not less than \$250.00 and not more than \$1,000.00 for each offense. Every day that a violation continues shall constitute a separate and distinct offense. Fines assessed under this chapter shall be recoverable from the owner and shall be a lien on the property and all such legal fees associated with any reasonable cost recoverable from the owner as well.

What can I do if a residential property other than my own appears to be vacant?

If you think a residential property is vacant, you can call the Borough of Tenafly at 201-568-6100.

*The above information should be used as a guide to the Borough of Tenafly Maintenance and Registration of Vacant or Abandoned Properties Ordinance and does not stand in place of the ordinance itself as legally binding.