



BOROUGH OF SOUTH PLAINFIELD
2480 Plainfield Avenue
South Plainfield, NJ 07080
ATTN: Municipal Clerk

VACANT PROPERTY REGISTRATION FORM

AS REQUIRED PURSUANT TO BOROUGH ORDINANCE NO. 2116

Registration is valid until the end of the calendar year and must be renewed annually by January 31st.

- Initial** (\$350 for first year) **Renewal** (\$350 with no outstanding issues) **Renewals** (\$1,000 with outstanding issues)
Please make checks or money orders payable to the Borough of South Plainfield

PROPERTY LOCATION & OWNERSHIP INFORMATION:

Property Address: _____ Block: _____ Lot: _____
Owner(s) Name: _____ Owner(s) Phone #: _____
Owner(s) Mailing Address: _____ Email: _____

PROPERTY DESCRIPTION/ ADDITIONAL INFORMATION:

Total # of Residential Units: _____ Date property was acquired: _____
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," provide the filing date of the summons and complaint to foreclosure: _____

AUTHORIZED AGENT: must be a natural person 21 years of age or older designated by the owner(s) to receive notices of code violations and 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: _____

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

Name: _____
Address: _____
Phone # (daytime): _____ Phone # (evening): _____ Email: _____

REQUIREMENTS- ANSWER "YES" OR "NO" TO THE FOLLOWING QUESTIONS:

1. Has electrical and gas utility services been discontinued? _____
2. Is the building winterized? _____
3. Is the building secured against unauthorized entry? _____
4. Is the grass being mowed routinely? _____
5. Has all debris and garbage been removed from premise? _____
6. Has a sign indicating the name, address and telephone number of the (1) owner; (2) owner's authorized agent (if designated); and (3) person responsible for the day-to-day supervision and management of the building been affixed to the outside of the building and placed in a location so as to be legible from the nearest public street or sidewalk? _____
7. Submit Proof of Liability Insurance to Municipal Clerk? _____

OWNER/ AUTHORIZED AGENT CERTIFICATION: 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: _____