



BOROUGH OF FREEHOLD

51 West Main Street ~ Freehold, New Jersey 07728-2195

www.freeholdboro.org

J. NOLAN HIGGINS
Mayor

TRACI L. DiBENEDETTO
Borough Clerk

JOSEPH B. BELLINA
Business Administrator

RICHARD J. GARTZ
Chief Financial Officer

Dear Property Owner:

Pursuant to Freehold Borough Ordinance 8.40, the owner of any vacant or abandoned property as defined therein is required to file an annual registration statement for the vacant or abandoned property on the forms provided herein.

The initial form must be filed within 30 calendar days after the building becomes vacant property or within 30 calendar days after assuming ownership of the vacant property, whichever is later; or within 10 calendar days of receipt of notice by the municipality, and annually thereafter.

The initial registration fee for each vacant or abandoned building shall be five-hundred (\$500.00) dollars. The fee for the first annual renewal is one thousand five hundred (\$1,500.00) dollars, and the fee for the second annual renewal is three thousand (\$3,000.00) dollars. The fee for any subsequent annual renewal beyond the second renewal is five thousand (\$5,000.00) dollars.

All owners of vacant/abandoned property should familiarize themselves with the full requirements of the Borough Ordinance regarding maintaining, securing and posting of the property.

Failure to file a registration form or to comply with the requirements of the ordinance will subject the owner or responsible party to a fine.

VACANT/ABANDONED PROPERTY REGISTRATION FORM

PROPERTY INFORMATION

Registered Address: _____

Block/lot: _____

Notice of Intent to Foreclose or Deed of Trust or In Lieu of Foreclosure (attach copy): Yes/no
Verify the status of utility service: (Circle appropriate)

Electricity: On Off Water: On Off Gas: On Off

OWNER/AGENT INFORMATION

Name of record owner/Agent: _____

Mailing Address: _____

Phone #: _____ Email address: _____

LIENHOLDER/FORECLOSING ENTITY

Lienholder/Foreclosing Entity Name: _____

Mailing Address: _____

Name of Agent/Contact Person: _____

Contact Phone #: _____

Contact Email Address: _____

PROPERTY MANAGER

Name of Property Manager: _____

Mailing Address: _____

Individual Contact Name: _____

24 hour Contact Phone #: _____

Email address: _____

This registration shall be valid for one year from the date of registration. It is the responsibility of the responsible person/agent to submit a new registration form annually.

Submitted by: _____ Date: _____

Print Name and title: _____

Please initial to acknowledge that you have read and understand the following:

_____ The property must be maintained in accordance with the Freehold Borough Property Maintenance Code.

_____ The owner/agent must enclose and secure the building against unauthorized entry as provided in the applicable provisions of the Borough Code, or as set forth in the rules and regulations supplementing those codes.

_____ The owner/agent must 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, 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 so as to be legible from the nearest public street or sidewalk, whichever is nearer, but shall be no smaller than eight (8) inches by ten (10) inches.

_____ The owner/agent must 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.

_____ The owner/agent must ensure that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, right-of-ways, alleys, retaining walls, attached or unattached accessory structures and driveways, are well-maintained and free from trash, debris, loose litter, and grass and weed growth; and Continue to maintain the structure in a secure and closed condition, keep the grounds in a clean and well-maintained condition, and ensure that the sign is visible and intact until the building is again occupied, demolished, or until repair and/or the abolishment of the building is complete.

_____ The individual or representative of the firm responsible for maintaining the property shall be available by telephone or in person on a 24 hour per day, seven-day per week basis. The two entities may be the same or different persons. Both entities shown on the statement must maintain offices in the State of New Jersey or reside within the State of New Jersey.

_____ The annual renewal shall be completed by January 1st of each year.

_____ The owner/agent/lienholder of any vacant or abandoned property registered under this Article shall provide access to the Borough to conduct exterior and interior inspections of the building to determine compliance with municipal codes, upon reasonable notice to the property owner or the designated agent.