



TOWNSHIP OF BERKELEY HEIGHTS

29 Park Avenue
Berkeley Heights, NJ 07922

Phone: (908) 464-2700
Fax: (908) 464-6081

VACANT PROPERTY REGISTRATION FORM

INSTRUCTIONS:

- All vacant properties/buildings must register with the Township of Berkeley Heights in accordance with Chapter 8.57 (Property, Vacant and Abandoned) of the Code of the Township of Berkeley Heights.
- Please complete this form for each vacant property. Each Block and Lot is considered a separate property and **MUST** file a separate registration.
- This form must be filed with the Township Clerk.
- The registration and renewals shall be made in accordance with §8.57. Please make checks payable to the **“Township of Berkeley Heights”**. The vacant property registration payment included with this form pertains to the current period of vacancy.

Fee Schedule (§8.57.040)

Initial Registration:	\$500.00
First Renewal:	\$1500.00
Second Renewal:	\$3000.00
Subsequent Renewals:	\$5000.00

Check if this is an Amendment to the Registration information previously submitted.

SECTION 1: ADDRESS OF VACANT PROPERTY/BUILDING

Street Address: _____

Block: _____ Lot: _____ Qualification: _____

Is the above referenced property in foreclosure? YES NO

If yes, please provide the Foreclosure Docket Number: _____

SECTION 2: PURPOSE OF FORM (Select One)

INITIAL RENEWAL STATUS CHANGE

If this is a Status Change, please provide the reason, and attach any relevant documentation:

SECTION 3: PROPERTY OWNER INFORMATION (No P.O. Boxes are permitted)

Property Owner's Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: () _____ Fax No.: () _____

E-mail Address: _____

SECTION 4: REGISTRANT INFORMATION (No P.O. Boxes are permitted)

Registrant Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: () _____ Fax No.: () _____

E-mail Address: _____

Is the Registrant a Creditor? YES NO

Does the Registrant have an Agent? YES NO (If NO, continue with Section 5)

Agent of Registrant (Company): _____

Agent of Registrant (Name of Individual): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: () _____ Fax No.: () _____

E-mail Address: _____

SECTION 5: INDIVIDUAL AUTHORIZED FOR SERVICE (No P.O. Boxes are permitted)

*IN ACCORD WITH §8.57.030, THIS INDIVIDUAL IS A NATURAL PERSON 21 YEARS OF AGE OR OLDER,
LOCATED IN THE STATE OF NEW JERSEY, DESIGNATED BY OWNER (§8.57.010) TO ACCEPT SERVICE.*

Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: () _____ Fax No.: () _____

E-mail Address: _____

SECTION 6: PROPERTY SECURED / SIGNAGE

1. Has the property been secured against unauthorized entry? (§8.57.050A)

YES NO

2. Is there a sign affixed to the property indicating the name, address & telephone number of the Owner and Owner's Authorized Agent? (§8.57.050B)

YES NO

SECTION 7: CERTIFICATION

I, _____, on behalf of _____ hereby request to register the vacant property/building listed above and acknowledge that the information above is complete and accurate. In accordance with Chapter 8.57 of the Code of the Township of Berkeley Heights, I agree to notify any future owner of this vacant building registration. 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.

Printed Name of Applicant

Signature of Applicant

State of _____

County of _____

On this the ____ Day of _____, 20____, before me, _____, the undersigned personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he/she executed the same for the purposes therein contained.

In witness whereof, I hereunto set my hand.

Notary Public

My commission expires: _____