



Township of Neptune
25 Neptune Blvd
Neptune, NJ 07753
732-988-5200 X 265
732-988-0062 (Fax)

Code Enforcement Department
bdoolittle@neptunetownship.org
rday@neptunetownship.org

Vacant Property Registration Application

- New (\$500.00) Renewal (Fee based upon compliance) Update

Please Note: Registration is due each year by January 2nd

“Vacant Property” shall mean any building to be used as a residence or for commercial or industrial purposes, which is unoccupied and lacks habitual presence of human beings for a period of six months or more. Property which is used on a seasonal basis shall not be deemed vacant for purposes of this Ordinance. Property determined to be “abandoned” under this Ordinance must be determined to be “vacant” for purposes of this Ordinance.

*Please complete this application and mail it to the above referenced address
Attention: “Code Enforcement- Public Officer”.*

Property Address: _____
Block: _____ Lot: _____

Is this property: In Foreclosure Process?

Section 1- Owner Information- An owner who is a natural person or who meets the requirements of the ordinance as to location of residence or office may designate himself or herself as agent.

Owners Name _____
Home Address _____
City _____ State _____ Zip Code _____
Day Phone _____ Work Phone _____ Fax _____
Email: _____
Preferred Method of Contact: Day Phone Work Phone Email

Section 2- Agent Information- The Registration Statement shall include the name, street address and telephone number of a natural person, 21 years of age or over, designated by the owner or owners as the authorized agent for receiving notices of Code Violations and for receiving process, in any court proceeding or administrative enforcement proceeding on behalf of such owner or owners in connection with the enforcement of any applicable code. This person must maintain an office in the State of New Jersey or reside within the State of New Jersey. The Registration Statement shall also include the name of the person responsible for maintaining and securing the property, if different. The Registration Statement shall also include the name, street address and telephone number of the owner(s) of the subject property as the necessary contact person should there be a problem in reaching the owner(s)’ authorized agent.

By designating an authorized agent under the provisions of this section, the owner consents to receive any and all notices of Code Violations concerning the registered, vacant property and all process in any court proceeding or administrative enforcement proceeding brought to enforce code provisions concerning the registered building by service of the notice or process on the authorized agent. Any owner who has designated an authorized agent under the provisions of this section shall be deemed to consent to the continuation of the agent's designation for the purposes of this section until the owner notifies the Public Officer of a change of authorized agent, or until the owner files a new annual Registration Statement. The designation of an authorized agent in no way releases the owner from any requirement of this article.

2A- Agent

Agent Name _____
Agency Name: _____ Agency Address _____
City _____ State _____ Zip Code _____
Day Phone _____ Work Phone _____ Fax _____
Email: _____

Preferred Method of Contact: Day Phone Work Phone Email

Section 2B- Person Responsible for maintaining and securing the property if different than agent in 2A

Agent Name _____
Agency Name: _____ Agency Address _____
City _____ State _____ Zip Code _____
Day Phone _____ Work Phone _____ Fax _____
Email: _____

Preferred Method of Contact: Day Phone Work Phone Email

Section 3- Corporation Information (If Applicable) - Include a copy of the formation documentation

Corporation ID # _____
Corporation Name: _____
Agent Name: _____
Corporation Address _____
City _____ State _____ Zip Code _____
Day Phone _____ Work Phone _____ Fax _____
Email: _____

Preferred Method of Contact: Day Phone Work Phone Email

Section 4- Lender/Lien Holder/Mortgage Company/Trustee- All lienholders who have filed and served a Foreclosure Summons and Complaint arising from vacant property needs to comply with all the registration requirements of this section in addition to the property owners as an additional requirement to that already set forth under Section 12-5.11.

Name _____ Contact Name: _____
Address _____
City _____ State _____ Zip Code _____
Day Phone _____ Work Phone _____ Fax _____
Email: _____

Preferred Method of Contact: Day Phone Work Phone Email

Section 5- Property Information- The owner and in some cases the lienholder of any building that has become vacant property, and any person maintaining, operating or collecting rent for any such building that has become vacant, shall, within 30 days:

- 1) Enclose and secure the building against unauthorized entry as provided in the applicable provisions of the municipal code and per the direction of the Director of Code and Construction of the municipality.
- 2) 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 the 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 18 inches by 24 inches. You may obtain a blank placard from the Code Enforcement office.
- 3) 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.
- 4) Ensure that the vacant property is inspected on a monthly basis by the owners authorized and prepare inspection reports, which shall be forwarded to the Director of Code and Construction not later than the end of each month.
- 5) Ensure that the property is maintained in accordance with the property maintenance regulations of the Township, including but not limited to that of the interior and exterior of all structures, including yards, fences, sidewalks, walkways, right-of-way, alleys, retaining walls, swimming pools, attached or unattached accessory structures and driveways are well maintained and free from trash, debris, loose litter, grass and weed overgrowth.
- 6) The owner or agent or in some cases the lienholder of any vacant property shall acquire and otherwise maintain liability insurance, in an amount of not less than \$300,000.00 for the buildings, designed primarily for residential use, and not less than \$1,000,000.00 for any other building, including but not limited to buildings designed for manufacturing, industrial, storage or commercial uses, covering any damage to any person or any property caused by any physical condition of or in the building or property subject to the provisions of this article. Such insurance shall provide a rider for payment of all demolition costs should the vacant building become abandoned and require the Township of Neptune to demolish the building. A copy of the valid insurance policy shall be provided and any insurance policy acquired or renewed after the building has become vacant shall provide for a written notice to the Township of Neptune's Director of Code and Construction within 30 days of any lapse, cancellation or change in coverage. The owner, or in some cases the lienholder, shall attach evidence of the insurance to the owner's registration statement. The insurance must name the Township of Neptune as a party or payee for demolition costs, should the Township deem demolition as required

- Are the utilities on or off? Electric: _____ Water: _____ Gas: _____
- Is the structure secured from unauthorized entry? Yes No
- Is there a sign **at least 18" x 24"** affixed to the structure and visible from the street? Yes No
- Is there a valid insurance policy on this property? Yes No
- I agree that the property shall be maintained and a monthly report will be provided to the Director of Code and Construction. Yes No

Acknowledgement & Certification Statement

I, _____ the owner/ the agent of the above referenced property do hereby
Applicant

certify that I have completed this form to the best of my knowledge. I understand that any false information provided herein is subject to fines and punishable in court. I agree to provide access to the Township to conduct an exterior and interior inspection of the structure to determine compliance with the municipal code.

An owner who is a natural person or who meets the requirements of this article as to location of residence or office may designate himself or herself as agent. By designating an authorized agent under the provisions of this section, the owner consents to receive any and all notices of Code Violations concerning the registered, vacant property and all process in any court proceeding or administrative enforcement proceeding brought to enforce code provisions concerning the registered building by service of the notice or process on the authorized agent. Any owner who has designated an authorized agent under the provisions of this section shall be deemed to consent to the continuation of the agent's designation for the purposes of this section until the owner notifies the Public Officer of a change of authorized agent, or until the owner files a new annual Registration Statement. The designation of an authorized agent in no way releases the owner from any requirement of this article.

Applicant Signature

Date

-OFFICE USE ONLY-

Date Application Received: ____/____/____ Received By: _____

Check Number: _____ Amount Paid: \$ _____