



Vacant/Abandoned Property Registration Form

EDGEWATER PARK TOWNSHIP
400 Delanco Road, Edgewater Park, NJ 08010
P# 609-877-2217 | F# 609-877-2308

PROPERTY ADDRESS

STREET ADDRESS: _____
CITY: Edgewater Park STATE: New Jersey ZIP: 08010
BLOCK: _____ LOT: _____ QUALIFIER: _____

PROPERTY OWNER INFORMATION (** required field)

**NAME: _____ **PHONE#: _____
**ADDRESS (No PO Boxes): _____
**CITY: _____ STATE: _____ ZIP: _____
**E-MAIL ADDRESS: _____
**Vacant Property Insurance Co.: _____ POLICY #: _____

LENDER/LIEN HOLDER/MORTGAGE COMPANY/TRUSTEE

BUSINESS NAME: _____
CONTACT NAME: _____ PHONE #: _____
ADDRESS (No PO Boxes): _____
CITY: _____ STATE: _____ ZIP: _____
E-MAIL ADDRESS: _____

PROPERTY MANAGEMENT COMPANY (IN-STATE REPRESENTATIVE)

COMPANY NAME: _____
CONTACT NAME: _____ PHONE #: _____
ADDRESS (No PO Boxes): _____
CITY: _____ STATE: _____ ZIP: _____
E-MAIL ADDRESS: _____

PROPERTY DESCRIPTION

- Property Acquisition Date: _____ Vacant Abandon Secure Open & Accessible
- Does the owner intend to restore the property to productive use and occupancy within next 12 months? Yes No
- Is the property currently enclosed and/or secured from unauthorized entry (windows/doors boarded)? Yes No
- Are the utilities ON or OFF? Electric Water Gas
- Is a sign (minimum 8"x10") affixed to the building specifying the name, address, and phone number of the owner, owner's authorized agent and person responsible for daily supervision of the building? Yes No

An emergency contact person, having the authority to act and respond to the needs of the registered property, must be available on a 24 hour per day, 7 days per week basis.

24/7 Emergency Contact Name: _____ Phone #: _____

Amount Enclosed:

Initial: \$ _____ 2nd Payment: \$ _____ Additional Payment(s): \$ _____ /Year: _____

I certify that the foregoing statements are true. I am aware that if any of the statements made are willfully false, I am subject to punishment under the code of the Township of Edgewater Park Maintenance Ordinance (2017-2).

Owner's Name Owner's Signature Date

TOWNSHIP OFFICIAL USE ONLY

FEE PAID DATE: _____ FEE AMOUNT: _____ CASH

RECEIPT #: _____ CHECK #: _____ CHECK



Vacant/Abandoned Property Registration Form

EDGEWATER PARK TOWNSHIP
400 Delanco Road, Edgewater Park, NJ 08010
P# 609-877-2217 | F# 609-877-2308

REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM

The owner of any vacant property as defined herein shall, within 30 calendar days after the building becomes vacant or abandoned 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, file a registration statement for such vacant property with the Township clerk on forms provided by the Township for such purposes. Failure to receive notice by the municipality shall not constitute grounds for failure to register the property. The owner shall be required to renew the registration annually, as long as the building remains a vacant and/or abandoned property, and shall pay a registration or renewal fee in the amount prescribed in Township of Edgewater Park Ordinance 2023-01 for each vacant property registered.

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

Vacant Property Registration Fee Schedule

Type	Fee
Once Foreclosure is filed, but still occupied	\$500.00/year
Upon becoming vacant	\$2000.00/year

Initial \$500.00 Registration Example

Month 1 & 2	\$500.00 (Full Registration Fee)
-------------	----------------------------------

Be advised that in addition to other responsibilities, prescribed in Township of Edgewater Park ordinances 2014-08, 2017-02 and 2023-01, owners of vacant/abandoned properties are responsible for continuous property maintenance which includes but is not limited to: ensuring that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, right of ways, alleys, retaining walls and attached or unattached accessory structures and driveways are well maintained and free from trash, debris, loose litter and grass and weed growth. The building must be secured from unauthorized entry and a sign identifying the responsible parties must be affixed. Failure to comply with these standards will result in enforcement action against the owner.

Please send your payment in to:

Township of Edgewater Park
ATTN: Code Enforcement Officer
400 Delanco Road
Edgewater Park, NJ 08010

Please provide **written notice** to the Code Enforcement Office if you no longer have responsibility for the maintaining and securing the specific property you have previously maintained, along with the new owner information if available.