



CITY OF LONG BRANCH
344 BROADWAY, LONG BRANCH, NJ 07740
VACANT PROPERTY REGISTRATION STATEMENT FORM
 AS REQUIRED PURSUANT TO CITY ORDINANCE CHAPTER 262 ARTICLE III

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

___Initial (\$250.00 or prorated amount per Section 2E) ___2nd Renewal (\$750.00 for third year)
 ___1st Renewal (\$400.00 for second year) ___All subsequent renewals (\$1,000.00 or 5%
 of the assessed value, whichever is greater)

PROPERTY LOCATION & OWNERSHIP INFORMATION:

PROPERTY ADDRESS: _____ BLOCK _____ LOT _____
 Owner(s) Name: _____ Owner(s) Phone #: _____
 Owner(s) Mailing Address: _____

PROPERTY DESCRIPTION / ADDITIONAL INFORMATION

Total # of Residential Units: _____ Total # of Commercial
 or Non-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 foreclose: _____

Please provide the information of the financial institution (foreclosing entity): _____

AUTHORIZED AGENT: must be 21 years of age or older designated by the owner(s) to receive notices of code violations and to 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: _____ Email: _____
 Address: _____
 Phone # (daytime): _____ Phone # (evening): _____

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

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

REQUIREMENTS – CHECK “YES” OR “NO” TO THE FOLLOWING QUESTIONS:

1. Has a sign, no smaller than 15" x 17" in size, 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? yes no
2. Has electrical and gas utility services been discontinued? yes no
3. Is the building winterized? yes no
4. Is the building secured against unauthorized entry? yes no
5. Has the owner insured the property in an amount of not less than \$300,000.00 for buildings designed primarily for one to four unit residential use and not less than \$1,000,000.00? yes no

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: _____

OFFICIAL USE ONLY:

Make checks payable to: City of Long Branch

**Mail to: Code Enforcement Department
344 Broadway
Long Branch, NJ 07740**

___ **Initial \$250.00**

___ **First Renewal \$400.00**

___ **Second Renewal \$750.00**

___ **Subsequent Renewals: \$1,000.00**