



Vacant Property Registration

P.O. BOX 520
2 WEST MAIN STREET
BROOKSIDE, NJ 07926
973-543-4555
MENDHAMTOWNSHIP.ORG

Important Notice

Every owner of a vacant building in the Township of Mendham is hereby required pursuant to the Vacant and Abandoned Property Ordinance to register such property and pay a registration fee in accordance with the fee schedule below. Note: Each property having a separate tax block and lot number must be registered separately. The registration shall remain valid until the end of the calendar year. The Owner shall be required to renew the registration annually, no later than January 31, as long as the building remains Vacant Property. Upon change of ownership, a new registration statement must be filed within 30 days of closing.

Property Information

Address **Block** **Lot**

Date Property Vacant **Is there a pending foreclosure processing for the property?**

Registration Type

Choose a Registration or Renewal type based on the fee schedule below.

Initial Fee	\$ 250
First Renewal	\$ 500
Subsequent renewal up to 5 years	\$1,000
Renewal 5 years and after	\$5,000

Registration or Renewal **Fee**

Please Note:

The initial and renewal fees shall be prorated and/or credited accordingly upon legal occupancy. Amended Registration Statement is required ONLY if there are any changes to previously submitted information. There is NO FEE for amended registration and it takes place in January every year. In such case, the applicants must call send an email to mtclerk@mendhamtownship.org.

This registration statement shall include the name, street address, and telephone number of a natural person 21 years of age or older, 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. The designated agent must have a contact number that will be available 24 hours per day on an emergency basis.

Owner Information

Owner of Record **Mailing Address** **City, State, Zip**

Phone # **Owner Email**

Bank Information

Financial Institution/Bank **Mailing Address** **City, State, Zip**

Contact Agent/Rep **Phone #** **Email**

Property Maintenance Information

Name of Maintenance Co. **Mailing Address** **City, State, Zip**

Contact Agent/Rep **Phone #** **Email**

Agent Information

Name of Agency **Mailing Address** **City, State, Zip**

Contact Agent **Phone # (24 hr. availability)** **Email**

Property Owner/Authorized Agent's Statement

Is the property enclosed and secured from unauthorized entry (boarded up)?

Does property owner intend to restore the property to productive use and occupancy within the next twelve (12) months?

Has the property owner or authorized agent properly affixed a sign to the property in accordance with Ordinance 09-2019?

Certification

I, the undersigned, hereby affirm that I am duly authorized to act on behalf of all ownership interests in the above-referenced property. I hereby attest/swear that the information contained herein is accurate and complete to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment under Section 7 of Ordinance 09-2019.

Applicant Signature