



TOWNSHIP OF BORDENTOWN
BURLINGTON COUNTY, NEW JERSEY

1 MUNICIPAL DRIVE
BORDENTOWN, NJ 08505-2193

OFFICE OF COMMUNITY DEVELOPMENT
Telephone: (609) 298-2800, EXT
FAX: (609) 298-0667

Vacant Property Registration Application Instructions

Effective September 15, 2015, Bordentown Township Code Chapter 8.28 requires the Owner of any vacant property to register within sixty (60) days after the building becomes vacant or within thirty (30) days after assuming ownership of vacant property. The initial registration period begins upon receipt of the application by the Township and ends on December 31 of the following year (for example, if an initial registration is received on October 25, 2015, the initial registration period would run until December 31, 2016). Thereafter, all yearly renewal periods run from January 1 to December 31 of the calendar year. Fees for registration and renewals are:

- **Initial registration:** \$ 50.00
- **First renewal:** \$ 500.00
- **Second renewal:** \$1,000.00
- **Any subsequent renewal:** \$1,500.00

The owner shall notify the Office of Community Development with thirty (30) days of any change in the registration information by filing an amended registration statement. The owner shall be required to renew the registration annually as long as the property remains vacant.

The registration statement below shall be deemed prima facie proof of the statements therein contained in any enforcement proceeding or court proceeding instituted by the Bordentown Township against the owner or owners of the building.

The owner shall be required to provide access to the Township to conduct an exterior and interior inspection to determine compliance with the Township Code, following reasonable notice during the period of initial registration or any subsequent renewal.

The owner shall 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 (if designated pursuant to subsection 8.28.205 of this Article), 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 authorized agent. The sign shall be of a size and placed in such a location to be legible from the nearest public street or sidewalk, whichever is nearer, but shall be no smaller than 18" x 24".

Bordentown Township Vacant Property Registration Application (Version 1 – 8/15)

Registration Type (check one): Initial Renewal If renewal indicate number of renewal: _____

Date of Application: _____

Property Address: _____

Block Number _____ **Lot Number** _____

Date of Vacancy: _____ Submit proof of vacancy (utility disconnections or other proof)

Please **PRINT OR TYPE** all information. **P.O. BOX ADDRESS WILL NOT BE ACCEPTED.**

OWNER	
1. Owner's name:	
Home Address:	
City, State Zip:	
Day or Cell Phone:	
Email Address:	
AGENT (if other than Owner)	AGENT MUST HAVE A NEW JERSEY OFFICE
2. Agent or Manager Name (age 21 or older):	
Home Address:	
City, State Zip:	
Day or Cell Phone:	
Email Address:	
CORPORATION (if applicable)	
3. Name of Corporation:	
Principal Owner Name:	
Home Address:	
City, State Zip:	
Day or Cell Phone:	
Email Address:	

I Hereby Attest/Swear that the information contained on this Vacant Property Registration is accurate and complete to the best of my knowledge and belief, and that I understand that I am required to notify the Office of Community Development of any changes.

Principal Owner or Authorized Agent Signature: _____

Date: _____