



Township of Franklin
 202 Sidney Road
 Pittstown, NJ 08867-4145
 908-735-5215
 www.franklin-twp.org

VACANT / ABANDONED PROPERTY REGISTRATION

REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM.

Registration shall remain valid for one year from the date of registration, except for the initial registration. Any initial registration received less than 10 months prior to December 31st shall be prorated through that date. 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 Ordinance 2018-11 for each vacant property registered. The annual renewal shall be completed by January 1st each year.

The initial registration fee for each building shall be \$500. The fee for the first renewal is \$1,000 and the fee for the second renewal is \$1,500. The fee for any subsequent renewal beyond the second renewal is \$2,000.

Vacant Property Registration Fee Schedule

Type	Fee
Initial registration	\$500
First renewal	\$1,000
Second renewal	\$1,500
Subsequent renewal	\$2,000

BE ADVISED THAT IN ADDITION TO OTHER RESPONSIBILITIES, 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.

Refer to Chapter § 268-2.1(A) of the Township of Franklin’s Code Book for additional information and further details regarding property maintenance and vacant/abandoned properties.

The Township of Franklin’s Code Book is available online at www.franklin-twp.org.



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VACANT / ABANDONED PROPERTY REGISTRATION FORM

(Please Print or Type)

Block: _____ Lot: _____

Property Address: _____

PROPERTY OWNER:

Name: _____

Address: _____

Telephone Number & E-mail: _____

LENDER/LIEN HOLDER/MORTGAGE COMPANY/TRUSTEE:

Name: _____

Address: _____

Telephone: _____ Fax: _____

Contact Name, Telephone Number (Direct Line) & E-mail: _____

PROPERTY MANAGEMENT COMPANY (must maintain offices in the State of New Jersey):

Name: _____

Address: _____

Telephone: _____ Fax: _____

Contact Name, Telephone Number (Direct Line) & E-mail: _____

PROPERTY DESCRIPTION:

Total Number of Residential Units: _____ Number of Stories: _____

Date Property was acquired: _____

1. Is the property:

Vacant _____ Abandoned _____ Secure _____ Open & Accessible _____

2. Does the owner intend to restore the property to productive use and occupancy within the next 12 months?

Yes: _____ No: _____

3. Is the property currently enclosed and/or secured from unauthorized entry (e.g., windows/doors boarded)?

Yes: _____ No: _____

4. Are the utilities ON or OFF?: Electric _____ Water _____ Gas _____

5. Is a sign (minimum 8"x10") affixed to the building specifying the name, address and telephone number of the owner, owner's authorized agent and person responsible for daily supervision and management 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 day per week basis.

Emergency Contact Name & 24 Hour Telephone Number (must maintain office or reside in the State of New Jersey):

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT.

OWNER'S NAME (PRINTED) _____

OWNER'S SIGNATURE _____

DATE _____

Office Use Only:

Initial \$500 _____ First \$1,000 _____ Second \$1,500 _____ Subsequent \$1,500 _____

Date Paid: _____ Cash _____ Check _____ Check Number _____

Paid to the order of: Township of Franklin