### Green Township P.O. Box 65 150 Kennedy Road Tranquility, NJ 07879

#### Phone: 908 852-9333

#### VACANT/ABANDONED PROPERTY REGISTRATION PROCESS

- 1. Upon receipt of a report of vacant/abandoned property OR upon receipt of a notice of action to foreclose:
  - a. A vacant/abandoned property notice will be sent to the Zoning Officer, Construction Official and Tax Collector.
  - b. A log entry will be made.
- 2. Upon receipt of the notice above, the Construction Official will conduct an inspection of the property using the attached Inspection Report Vacant / Abandoned Property.
- 3. The Inspection Report will be forwarded to the appropriate office staff to process.
- 4. Office staff will send initial letter, the completed inspection report, a copy of Ordinance #2016-04 and any other pertinent information to the owner OR creditor as appropriate – via certified mail AND regular mail.
- 5. When violations are present in the Inspection Report, office staff will arrange for the property to be re-inspected within the time frame (30 after recipient's receipt of initial letter).

IF A VIOLATION STILL EXISTS - CONTACT THE TOWNSHIP ATTORNEY!!! - FOR NEXT STEPS!

A copy of the log will be sent to the CFO (financial report) on a monthly basis and forwarded to the Township Committee (department report) on a monthly basis.

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# VACANT/ABANDONED PROPERTY REGISTRATION FORM (Please Print or Type)

Block	: Lot:
	erty Address:
	ERTY OWNER:
	ERTTOWNER. !
	hone Number & E-Mail:
LEND	ER/LIEN HOLDER/MORTGAGE COMPANY/TRUSTEE:
Name	:
	ess (No P.O. Boxes):
Telep	hone Number AND Fax Numbers:
Conta	ct Name, Telephone Number (Direct Line) & E-mail:
PROP	ERTY MANAGEMENT COMPANY:
Name	:
Addre	ess (No P.O. Boxes):
Telep	hone Number AND Fax Numbers:
Conta	ct Name, Telephone Number (Direct Line) & E-mail:
PROP	ERTY DESCRIPTION:
Total	Number of Residential Units: Number of Stories:
Prope	rty Acquirement Date:
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 15"x17") 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
	nergency contact person, having the authority to act and respond to the needs of the registered property must b ble on a 24 hour per day, 7 day per week basis.
Emer	gency Contact Name & 24 Hour Telephone Number:
	IFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE T HAT IF ANY OF THE FOREGOING STATEMENTS MAD BY M 'ILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT UNDER THE PENAL SECTION OF THE TOWNSHIP OF GREEN PROPERTY MAINTENANC ANCE.
OWNE	R'S NAME OWNER'S SIGNATURE DATE
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OFFICE USE ONLY: Initial \$250	First \$500	Second -Fourth \$1000	Subsequent \$5000		
Date Paid:	Cash Check	Check Number			