

**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.

