



Borough of Franklin Lakes
Code Enforcement Office
480 DeKorte Drive
Franklin Lakes, New Jersey 07417
201-891-4000 ext. 1217

ABANDONED PROPERTY REGISTRATION FORM

Every owner of abandoned property in the Borough of Franklin Lakes is required, pursuant to Article I of Chapter 370 "Rehabilitation of Abandoned Property" of the Borough Code, to register such property and pay a registration fee. For purposes of this ordinance "abandoned property" is defined as:

"Any real property located in the Borough, whether vacant or occupied, that is in default on a mortgage, has had a lis pendens filed against it by the lender holding a mortgage on the property, is subject to an ongoing foreclosure action by the lender, is subject to an application for a tax deed or pending tax assessors lien sale, or has been transferred to the lender under a deed in lieu of foreclosure."

Note: Each property having a separate tax block and lot number must be registered separately.

1. PROPERTY INFORMATION

Property Address: _____ Block # _____ Lot # _____

Date Property Became Abandoned: ____/____/_____(mm/dd/yyyy)

Check all that apply:

- Property is in default on a mortgage
- Property has had a lis pendens filed against it by the lender holding a mortgage on the property
- Property is subject to an ongoing foreclosure action by the lender
- Property is subject to an application for a tax deed or pending tax assessor's lien sale
- Property has been transferred to the lender under a deed in lieu of foreclosure

2. MORTGAGEE/FINANCIAL INSTITUTION/BANK INFORMATION

Name of Financial Institution/Bank: _____

Name of Contact Agent or Representative: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

Is the mortgagee a foreclosing entity? Yes No

If yes, has the mortgagee provided to the Borough of Franklin Lakes the notice required by the New Jersey Creditor Responsibility Law (N.J.S.A. 46:10B-51)? Yes No

3. PROPERTY OWNER INFORMATION

Name: _____

Mailing Street Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Fax Number: _____ Email Address: _____

4. PROPERTY DESCRIPTION:

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

Property Acquisition Date: ____/____/_____(mm/dd/yyyy)

- a. Is the property: Vacant Occupied
- b. Is the property: Secure Open & Accessible
- c. Does the owner intend to restore the property to productive use & occupancy within the next 12 months? Yes No

- d. Is the property currently enclosed and/or secured from unauthorized entry (i.e. windows/door boarded)? Yes No
- e. Are the utilities ON or OFF?

<input type="checkbox"/> Water	<input type="checkbox"/> ON	<input type="checkbox"/> OFF
<input type="checkbox"/> Gas	<input type="checkbox"/> ON	<input type="checkbox"/> OFF
<input type="checkbox"/> Electric	<input type="checkbox"/> ON	<input type="checkbox"/> OFF
- f. Is a sign (minimum 8" x 10") 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
- g. 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 Contact Number: (____)____-_____

5. REGISTRATION/RENEWAL INFORMATION

- Initial registration \$400.00
- Any Subsequent Renewal \$400.00 due yearly by January 1st.
- Amended registration statement (required if there are any changes to previously submitted information)

I, the undersigned, hereby affirm that I am duly authorized to act on behalf of the Mortgage of 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 the violations section of Article I of Chapter 370 of the Code of the Borough of Franklin Lakes.

Applicants Signature

Date

Applicants Printed Name

For Office Use Only:

- Annual registration fee of \$400 was received with this form on ____/____/____
Property Registration for (address)_____
- is valid from ____/____/____ until December 31, _____.

FINES ISSUED:

- \$_____ Failure to maintain the property issued ____/____/____
Received ____/____/____ (see copy of check attached)
- \$_____ Failure to respond to notices issued ____/____/____
Received ____/____/____ (see copy of check attached)
- \$_____ For costs associated with cleanup issued ____/____/____
Received ____/____/____ (see copy of check attached)

LIENS ISSUED:

- \$_____ for costs associated with cleanup undertaken on ____/____/____
Was imposed on ____/____/____
- \$_____ for costs associated with cleanup undertaken on ____/____/____
Was imposed on ____/____/____
- \$_____ for costs associated with cleanup undertaken on ____/____/____
Was imposed on ____/____/____

Within 30 days of sale, transfer or occupancy the Owner must supply proof of same to the Borough.

On ____/____/____

- Proof the property is no longer vacant (See Attached)
- Proof the property was sold (See Attached)
- Proof title has been transferred (See Attached)
- On ____/____/____ this property was removed from the Borough's Abandoned Property list by:

Name

Title

Date