



*Borough of Franklin Lakes*  
**Code Enforcement Office**  
480 DeKorte Drive  
Franklin Lakes, New Jersey 07417  
201-891-4000 ext. 1220

## **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. If occupied, name of occupant: \_\_\_\_\_
- c. If occupied, is occupant: Renter  Mortgager
- d. Is the property: Secure  Open & Accessible
- e. Does the owner intend to restore the property to productive use & occupancy within the next 12 months? Yes  No

- f. Is the property currently enclosed and/or secured from unauthorized entry (i.e. windows/door boarded)? Yes  No
- g. Are the utilities ON or OFF?       Water                               ON  OFF  
     Gas                                       ON  OFF  
     Electric                               ON  OFF
- h. 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
- i. An emergency contact person in the State of New Jersey, 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.  
 In State Emergency Contact: \_\_\_\_\_ 24 Hour Telephone Contact Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Contact email: \_\_\_\_\_

**5. REGISTRATION/RENEWAL INFORMATION**

- Registration                                      \$500.00 annual fee every year due within 10 days of foreclosure action
- Vacant Property Registration              \$2,500.00 annual fee every year if vacant, due within 10 days of vacancy
- Subsequent registrations                      \$500.00 annual fee due on or before January 1<sup>st</sup>
- Subsequent Vacant Property Registration \$2,500.00 annual fee due on or before January 1<sup>st</sup>
- Amended registration statement (required if there are any changes to previously submitted information) No Fee

**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 \$500 was received with this form on \_\_\_\_/\_\_\_\_/\_\_\_\_  
Property Registration for (address) \_\_\_\_\_  
is valid from \_\_\_\_/\_\_\_\_/\_\_\_\_ until December 31, \_\_\_\_.
- Annual Vacant Property registration fee of \$2,500.00 was received with this form on  
\_\_\_\_/\_\_\_\_/\_\_\_\_  
Property Registration for (address) \_\_\_\_\_  
is valid from \_\_\_\_/\_\_\_\_/\_\_\_\_ until December 31, \_\_\_\_.

**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
- Proof the property was sold
- Proof title has been transferred
- On \_\_\_\_/\_\_\_\_/\_\_\_\_ this property was removed from the Borough's Abandoned Property list by:

*Name*

*Title*

*Date*

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