



# CITY OF TRENTON

## Department of Housing & Economic Development

Jeffrey Wilkerson, Acting Director

MAYOR W. REED GUSCIORA

### VACANT PROPERTY REGISTRATION STATEMENT

Every owner of a vacant building in the City of Trenton, **effective January 1, 2015**, is hereby required pursuant to Vacant Property Ordinance 15-14 (codified at §132-91.1 of the Code of the City of Trenton) to register such vacant building and pay a registration fee in accordance with the fee schedule in Section 2 below. **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 Vacant: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (mm/dd/yyyy)

Is there a pending foreclosure proceeding for the property?  Yes  No

#### 2. REGISTRATION/RENEWAL INFORMATION

- Initial registration \$250 or the prorated amount from the date of vacancy
- First Renewal \$400
- Second Renewal \$750
- Any Subsequent Renewal \$1,000 or 5% of the assessed value, whichever is greater
- Amended Registration Statement (Required if there are any changes to previously submitted information)

#### 3. OWNER INFORMATION

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

#### 4. FINANCIAL INSTITUTION/BANK INFORMATION

Name of Financial Institution/Bank: \_\_\_\_\_

Name of Contact Agent or Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

Is the financial institution/bank a foreclosing entity?  Yes  No If yes, has the financial institution/bank provided to the City of Trenton the notice required by the New Jersey Creditor Responsibility Law (N.J.S.A. 46:10B-51)?  Yes  No

#### 5. PROPERTY MAINTENANCE INFORMATION (Entity to contact regarding maintenance issues at the property)

Name of Maintenance Company: \_\_\_\_\_

Name of Contact Agent or Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

319 East State Street, City Hall, 3<sup>rd</sup> Floor, Trenton, New Jersey 08608 Phone: (609) 989-3513

Email: vacantpropertyregistration@trentonnj.org

Phone Number: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

**6. AUTHORIZED AGENT INFORMATION** (Entity authorized to receive notices of code violations and to receive process in any court proceeding or administrative enforcement proceeding on behalf of the owner)

Name of Authorized Agent: \_\_\_\_\_

Name of Contact Agent or Representative: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Email Address: \_\_\_\_\_

**7. LIABILITY INSURANCE INFORMATION**

Pursuant to Section G(1) of the Code, every owner of a vacant building is required to acquire or maintain liability insurance in the amount of not less than \$300,000 for buildings designed primarily for one- to four-unit residential use and not less than \$1,000,000 for any other building. Pursuant to Section G(2) of the Code, for any insurance policy acquired or renewed after the building has become vacant, the owner must provide written notice to the Director of the Division of Real Estate within 30 days of any lapse, cancellation or change in coverage.

Is there liability insurance on the vacant building(s) in the required amounts as indicated above?  Yes  No

**Note:** You are required to **attach evidence of insurance such as a Certificate of Liability Insurance or Insurance Declaration Page**. Any Registration Statement submitted that does not include such evidence shall not be deemed to be a valid registration, and you will be deemed in violation of the Code for which penalties will be assessed.

**8. PROPERTY OWNER'S OR AUTHORIZED AGENT'S STATEMENT**

(a) Is the property enclosed and secured from unauthorized entry (boarded-up)?  Yes  No

(b) Does the property owner intended to restore the property to productive use and occupancy within the next twelve (12) months?  Yes  No If yes, pursuant to §132-91.1B of the Code, the property may be exempted from the registration requirements if the property owner notifies the Director of the Division of Real Estate in writing that such owner is seeking this exemption, and **must** have either (i) submitted plans to the Department of Inspections upon which the Construction Official must be able to make a determination that the property can be restored to productive use and occupancy within the next twelve months, **or** (ii) submitted a notarized letter from an licensed architect or contractor indicating that the property can be restored to productive use and occupancy within the next twelve months, which letter will be subject to review and final approval. If the property owner fails to submit the written notification, or it has been determined by the City that the property cannot be restored to productive use and occupancy within the next twelve months, the request for the exemption will be denied.

(c) Has the property owner or authorized agent properly affixed the required sign to the property in accordance with §132-91.1B of the Code, which bears the information as indicated in Section 5 above?  Yes  No

**I, THE UNDERSIGNED, HEREBY AFFIRM THAT I AM DULY AUTHORIZED TO ACT ON BEHALF OF ALL OWNERSHIP INTERESTS IN 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 §132-91.1E.**

APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

|                          |               |             |              |       |                       |       |
|--------------------------|---------------|-------------|--------------|-------|-----------------------|-------|
| <b>Official Use Only</b> | Date Received | ___/___/___ | Submitted by | _____ | Total fee received \$ | _____ |
|--------------------------|---------------|-------------|--------------|-------|-----------------------|-------|