



**BOROUGH OF MENDHAM**

2 West Main Street, Mendham, NJ 07945  
Visit our website at www.mendhamnj.org

**Vacant Property Registration Statement**

AS REQUIRED PURSUANT TO BOROUGH ORDINANCE NOS. 7-14 and 04-17

Registration is valid until the end of the calendar year and must be renewed annually by January 31st.

Send completed application with attachments to clerk@mendhamnj.org

**Please make check or money order payable to "Mendham Borough"**

Initial Registration \$250      1st Renewal \$500      2nd - 5th Renewal \$1,000      Subsequent Renewals \$5,000  
Amendment

Property Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_ Owner(s) Phone#: \_\_\_\_\_

Owner(s) Mailing Address: \_\_\_\_\_

**PROPERTY DESCRIPTION / ADDITIONAL INFORMATION:**

Total # of Residential Units: \_\_\_\_\_ Total # of Commercial or Non-Residential Units: \_\_\_\_\_

Date Property was Acquired: \_\_\_\_\_

Does "owner" intend to restore property to productive use and occupancy in the next 12 months? Yes:      No:

Has a foreclosure proceeding been initiated against this property? Yes:      No:

If "Yes", provide the filing date of the summons and complaint to foreclose: \_\_\_\_\_

**AUTHORIZED AGENT:** must be natural person 21 years of age or older designated by the owner(s) to receive notices of code violations and to receive process in any court proceeding or administrative enforcement proceeding on behalf of such owner(s) in connection with the enforcement of any applicable code. Agent must maintain an office or residence in NJ and have a contact number that will be available 24 hours for emergencies.

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

Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**PERSON RESPONSIBLE FOR MAINTENANCE AND SECURING PROPERTY (if different from the authorized agent)**

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

Phone #: \_\_\_\_\_ Alt. Phone #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

1. Has a sign, no smaller than 8" x 10" in size, indicating the name, address and telephone number of the (1) owner; (2) owner's authorized agent (if designated); and (3) person responsible for the day-to-day supervision and management of the building, been affixed to the building and placed in a location so as to be legible from the nearest public street or sidewalk? \_\_\_\_\_

2. Has water\*, electric and gas utility services been discontinued? \_\_\_\_\_ (\*other than buildings with a fire sprinkler system)

3. Is the building winterized? \_\_\_\_\_

4. Is the building secured against unauthorized entry? \_\_\_\_\_

5. Have provisions been made for the cessation of the delivery of mail, newspapers and circulars? \_\_\_\_\_

6. Have provisions been made to ensure appropriate maintenance of the grounds, landscape and exterior of the property? \_\_\_\_\_

**OWNER / AUTHORIZED AGENT CERTIFICATION:** I, the undersigned hereby affirm that I am the owner or authorized agent designated to act on behalf of the owner for the above described property and that all information is true and correct to the best of my knowledge, and belief.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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