



ANDOVER TOWNSHIP
134 NEWTON SPARTA RD., NEWTON, NJ 07860

VACANT AND ABANDONED PROPERTIES REGISTRATION FORM

AS REQUIRED PURSUANT TO TOWNSHIP ORDINANCE NO. 2017-04 & 2022-14

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

Initial 1st Renewal Subsequent Renewals

Please make checks or money orders payable to the "Andover Township"

PROPERTY LOCATION & OWNERSHIP INFORMATION:

PROPERTY ADDRESS: BLOCK: LOT:

Name of Owner(s)/Creditor Filing Foreclosure Action: Phone #:
Mailing Address of Owner(s)/Creditor Filing Foreclosure Action:

PROPERTY DESCRIPTION/ADDITIONAL INFORMATION:

Is the property Vacant & Abandoned? Yes No
Total # of Residential Units: Total # of Commercial or Non-Residential Units:
Date property vacated: 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 a person 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.

Name:

Address:

Phone #: Email:

PERSON RESPONSIBLE FOR MAINTAINING AND SECURING PROPERTY: (if different from the authorized agent)

Name:

Address:

Phone #: Email:

REQUIREMENTS - ANSWER "YES" OR "NO" TO THE FOLLOWING QUESTIONS:

- 1. Has a sign, no smaller than 8" x 12" 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 inside of the building and placed in a location so as to be legible from the nearest public street or sidewalk?
2. Has electrical and gas utility services been discontinued? When?
3. Is the building winterized? 4. Is the building secured against unauthorized entry?

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:

Print Name:

Fee Schedule for Non-creditor owner(s)

- 1) Annual Registration (initial and renewal): \$250.00
- 2) If property is in violation of Township Code at time of first renewal: additional \$500
- 3) If property is in violation of Township Code at the time of subsequent renewal: additional \$750.00

Fee Schedule for Creditor filing foreclosure action

- 1) Annual Registration (initial and renewal): \$500.00
- 2) If property is in Vacant & Abandoned at the time of initial or annual renewal registration: additional \$2,000.00