



# BOROUGH OF METUCHEN

MIDDLESEX COUNTY

Tel. (732) 632-8540 • Fax (732) 632-8100 • 500 Main Street • Metuchen, N.J. 08840

## REGISTRATION / RENEWAL FORM FOR VACANT AND ABANDONED PROPERTIES OR STOREFRONTS

NEW       UPDATE       RENEWAL

Per Ordinance 2015-10, the owner of any vacant property or storefront as defined therein (generally property or storefront which has been vacated or use of occupancy has substantially ceased for a period of 6 months), shall within 30 calendar days after such time or within 30 calendar days after assuming ownership of any vacant property or storefront; or within 10 calendar days of receipt of notice by the municipality, file the required registration form herein with the Zoning Officer. The owner shall notify the Borough Clerk within 30 days of any change in the registration information by filing an updated form.

### 1. Property Information:

Street Address \_\_\_\_\_ Block \_\_\_\_\_ Lot(s) \_\_\_\_\_

- Type (check all that apply):     Foreclosure     Residential     Non-Residential     Storefront
- Is the building and/or storefront currently enclosed and secured from unauthorized entry?     Yes     No
- Is there a sign (no smaller than 8"x10") affixed to the building and/or storefront indicating the name, address and telephone number of the owner, owner's authorized agent and person responsible for the day-to-day supervision and management of the building?     Yes     No
- Do you agree to continue to secure the building and/or storefront and maintain the aforementioned sign until the building and/or storefront is again legally occupied, demolished or until repair or rehabilitation of the building and/or storefront is complete?     Yes     No
- Do you agree to ensure that the exterior grounds of the property and exterior features of the building and/or storefront are clean and well-maintained and otherwise consistent with the requirements of the Property Maintenance Ordinance at all times?     Yes     No
- Do you agree to ensure that all areas of the vacant storefront visible by the public from the public street or sidewalk are maintained in broom-clean condition and free of litter and debris at all times?     Yes     No     N/A

### 2. Property Owner:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
(No P.O. Box)

### 3. Managing Agent (Authorized to act with respect to Vacant and Abandoned Property or Storefront):

Must be at least 21 years of age; must maintain offices or reside within the State of New Jersey.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
(No P.O. Box)

### 4. Individual or Representative of Property Preservation Company (Responsible for maintaining the property):

Must be available 24 hours per day, seven days per week; must maintain offices or reside within the State of New Jersey.

Name \_\_\_\_\_ Phone \_\_\_\_\_

Company Name \_\_\_\_\_ Phone \_\_\_\_\_

Mailing Address \_\_\_\_\_ Email \_\_\_\_\_  
(No P.O. Box)

### 5. Registration / Renewal Fee:

Initial Registration: \$500.00, pro-rated through December 31st if received less than 10 months prior to that date; First Renewal: \$1,500.00; Second Renewal: \$3,000.00; Subsequent Renewal: \$5,000.00; Renewals are due by January 1st of each year.

Amount Due: \_\_\_\_\_

### 6. Certification:

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT UNDER THE PENAL PROVISIONS OF THE VACANT AND ABANDONED PROPERTIES AND STOREFRONTS ORDINANCE.

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

*Municipal Use Only*

Date Received: \_\_\_\_\_ Amount Collected: \_\_\_\_\_ Payment Method: \_\_\_\_\_ Registration #: \_\_\_\_\_