



Building Department
1 Municipal Place, Emerson, New Jersey 07630
(Tel) 201.262.6086 x 1502 (Fax) 201.599.6333
www.emersonnj.org propertymaintenance@emersonnj.org

Application for Certificate of Registration of Vacant and Abandoned Residential Property
(Borough Code Section 216.10-12)

Date: _____

Fee Schedule: (check appropriate box)

- \$250** Initial Registration
- \$250** Annual Renewal without outstanding property maintenance or code violations
- \$500** Annual Renewal with outstanding property maintenance or code violations

Property Address: _____

Block: _____ Lot: _____ Zone: _____

Important: A certificate of insurance from a licensed insurance provider evidencing the liability insurance coverage of the subject property must be included with this application.

Responsible Party or Authorized Agent

(Physical Address within New Jersey)

Maintenance Contractor

(if different from Responsible Party)

Name:	Name:
Address:	Address:
City, State Zip	City, State Zip
Phone Number:	Phone Number:
Fax Number:	Fax Number:
E-mail address:	E-mail address:

Approved: _____ Date: _____
Official Signature

§216-10 – Notice of vacancy and abandonment; Registration of vacant and abandoned residential properties

- A. Notice of Vacancy and Abandonment. Upon determination of the enforcement officer that a residential property is vacant and abandoned, the enforcement officer shall notify the responsible party by personal service, registered mail or posting of notice in a noticeable place on the property of the determination and the requirements of this chapter.
- B. Registration. The responsible party for a vacant and abandoned residential property shall file a certificate of registration with the Building Department within 90 days after receipt of notice pursuant to §216-13, that the property has been determined to be vacant and abandoned, or within 30 days after the responsible party assumes ownership of or responsibility for a property already determined to be vacant and abandoned, whichever is later. A certificate of registration shall remain valid for one year from the date of issuance and shall be renewed on an annual basis, if the property remains vacant and abandoned.
- C. Form of Certificate of Registration. This certificate of registration shall be filed on forms prescribed by the Building Department and shall contain:
 - 1. The name, street address, and telephone number of a person who resides or maintains an office within the State and who is either the responsible party or an authorized agent designated by the responsible party to receive notices and complaints of property maintenance and code violations on behalf of the responsible party;
 - 2. The name, street address and telephone number of the person responsible for maintaining the property, if different; and
 - 3. A certificate from a licensed insurance provider evidencing the liability insurance coverage on the vacant and abandoned residential property as required by §216-11.
- D. Certificate of Registration Amendments. A responsible party for a vacant and abandoned residential property shall file an amended certificate of registration within 30 days after any change in the information required to be included thereon.
- E. Certificate of Registration Fees. The following fees for a certificate of registration shall be paid by the responsible party:
 - 1. \$250 for the initial registration fee;
 - 2. \$250 for all annual renewals of the registration where there are no outstanding property maintenance or code violations at the time of the renewals; and
 - 3. \$500 for annual renewal of the registration where there are outstanding property maintenance or code violations at the time of renewal

§216-11 Security; notification, liability insurance

Within 45 days after the property has been determined to be vacant and abandoned and until the property is reoccupied, the responsible party for a vacant and abandoned residential property shall:

- 1. Enclose and secure the property against unauthorized entry;
- 2. Post a sign affixed to the inside of the property and visible to the public indicating the name, address, and telephone number of the responsible party, any authorized agent designated by the responsible party for the purpose of receiving service of process, and the person responsible for maintaining the property if different from the responsible party or authorized agent; and
- 3. Acquire and otherwise maintain liability insurance by procuring a vacancy policy, covering any damage to person or any property caused by any physical condition of the property.

§216-12 Maintenance standards for vacant and abandoned residential properties

Vacant and abandoned residential properties shall be maintained in accordance with the following standards:

- 1. The property shall be kept free of all nuisances and hazards, litter and debris.
- 2. The property shall be kept free of accumulations of water, vegetation or other matter which might serve as a source of food or as a harboring or breeding place for infestation.
- 3. Grass in the yard area shall be cut and maintained so as to prevent the grass from growing to exceed seven inches (7") in height.
- 4. The exterior of every structure or accessory structure or other improvement on the premises shall be kept in good repair and all exposed surfaces subject to deterioration shall be protected against weathering or deterioration by a protective coating appropriate for the particular material involved as needed.
- 5. The exterior of the building(s) shall be free of loose material that may create a hazard by falling on persons utilizing the premises.
- 6. All exterior walls, roofs, windows, window frames, doors, door frames, sky lights, foundations, and other parts of the structure shall be maintained to keep water from entering the structure and to prevent excessive drafts or heat loss during cold or inclement weather and to provide a barrier against infestation. Damaged or badly worn materials shall be repaired or replaced and places showing signs of rot, leakage or deterioration or corrosion shall be treated or restored to prevent weathering or seepage.
- 7. Leaders and drain pipes shall be securely fastened to the building and maintained in good condition free of leaks and free of obstructions and shall direct storm waters into drainage systems or away from the foundation walls of the structure.