Vacant/Abandoned and Foreclosure Property Registration

INSTRUCTIONS

- All vacant properties/buildings must register with the Township of River Vale in accordance with Ordinance #315-2016 of the Township Code.
- Please complete this form for each vacant property.
- The registration and renewals shall be made in accordance with Ordinance #315-2016. Please make checks payable to the Township of River Vale. The vacant property registration payment included with this form pertains to the current period of vacancy.

Fee Schedule

Initial Registration: $500  Second Renewal: $3,000
First Renewal: $1,000  Subsequent Renewal: $5,000

ADDRESS OF VACANT PROPERTY/BUILDING

Street Address: ________________________________________________

Block: ______ Lot: ________

PURPOSE OF FORM (Select One)

☐ Initial  ☐ Renewal
PROPERTY OWNER INFORMATION *(No P.O. Boxes are permitted)*

Name: ___________________________________________________________

Address: _________________________________________________________

City: ______________ State: ________ Zip Code: ________________

Telephone: ______________ Cell Phone: _____________________________

Email: __________________________

LENDER/LIEN HOLDER/MORTGAGE COMPANY/TRUSTEE

Name: ___________________________________________________________

Address: _________________________________________________________

City: ______________ State: ________ Zip Code: ________________

Telephone: ______________ Email: _________________________________

Contact Name: ________________________________

PROPERTY MANAGEMENT COMPANY

Name: ___________________________________________________________

Address: _________________________________________________________

City: ______________ State: ________ Zip Code: ________________

Telephone: ______________ Email: _________________________________

Contact Name: ________________________________
PROOF OF UTILITY CONNECTIONS OR DISCONNECTIONS

Please indicate whether the utilities are ON or OFF

Electric _______  Gas _______  Water _______

IS THE PROPERTY:

Residential____ Non-Residential _____ Commercial _____ Mixed Use _____

LIABILITY INSURANCE:

Is the property presently covered by a liability insurance policy? ______

Effective date of coverage: _______________ to _______________

Policy Limit: $300,000.00 _____ or $1,000,000.00 _____
(check the appropriate limit)

APPLICANT CERTIFICATION:

By my signature below, I certify that I am the responsible party of the aforementioned property and that the above information is true and correct to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willingly false I am subject to the "Penalties" section of Ordinance 315-2016 of the Code of the Township of River Vale. I agree to promptly advise the Township of River Vale Clerk should any information change from that which was originally submitted on this form.

Applicant's Name (Printed) ____________________________________________________ Date ________

Applicant's Signature _________________________________________________________

FOR OFFICE USE ONLY

Initial $500 ☐  First $1,000 ☐  Second $3,000 ☐  Subsequent $5,000 ☐

Date Paid: _______________  Cash _____  Check _____  Check Number: _______________

Township Clerk ☐ Code Enforcement ☐ Administration ☐