**TOWN OF PHILLIPSBURG**

120 FILMORE STREET

PHILLIPSBURG, NJ 08865

908-454-5500

[www.phillipsburgnj.org](http://www.phillipsburgnj.org)

**VACANT/ABANDONED PROPERTY REGISTRATION FORM**

**\_X\_New \_X\_Renewal**

**(Please Print or Type)**

Block: Lot: Property Address:

**PROPERTY OWNER:**

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

Address (No P.O. Boxes): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**LENDER/LIEN HOLDER MORTGAGE CO. / TRUSTEE:**

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

Address (No P.O. Boxes): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY MANAGEMENT COMPANY:**

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

Address (No P.O. Boxes): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_-\_\_\_\_-\_\_\_\_\_\_ Fax: \_\_\_\_-\_\_\_\_-\_\_\_\_\_\_

Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PROPERTY DESCRIPTION:**

Total number of Residential Units:\_\_\_\_\_\_\_\_\_\_\_ Number of Stories:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**1**. Is the Property:

Vacant\_\_\_\_\_\_ Abandoned \_\_\_\_\_\_\_\_ Occupied \_\_\_\_\_\_ Open & Accessible\_\_\_\_\_\_\_\_\_\_

**2**. Does the owner intend to restore the property to productive use and occupancy within the next 12 months? **YES**\_\_\_\_\_\_\_ **NO**\_\_\_\_\_\_

**3.** Is the property currently enclosed and/or secured from unauthorized entry (e.g., windows/door boarded)?

**4.**  Are utilities **ON** or **OFF**? Electric \_\_\_\_\_\_\_\_\_\_ Water\_\_\_\_\_\_\_\_\_\_ Gas\_\_\_\_\_\_\_\_\_\_\_

**5.**  Is a sign (minimum 8”x10”) affixed to the building specifying the name, address and telephone of the owner, owner’s authorized agent and person responsible for daily supervision and management of the building?  **Yes**\_\_\_\_\_\_ **No**\_\_\_\_\_\_\_\_

*AN EMERGENCY CONTACT PERSON, HAVING THE AUTHORITY TO ACT AND RESPOND TO THE NEEDS OF THE REGISTERED PROPERTY, MUST BE AVAILIABLE ON A 24 HOUR PER DAY, SEVEN (7) DAYS A WEEK BASIS:*

**ENERGENCY CONTACT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**24 HOURS PHONE NUMBER:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**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 SECTION OF THE TOWN OF PHILLIPSBURG PROPERTY MAINTENANCE ORDINANCE.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Owners Name (Printed) Owners Signature Date

**OFFICIAL USE ONLY:**

Initial $500.00\_\_\_\_\_\_\_ First Annual $1,500.00\_\_\_\_\_\_\_\_\_ Second Annual $3,000.00\_\_\_\_\_\_\_\_

Subsequent annual beyond second renewal $5,000.00\_\_\_\_\_\_

**DATE PAID: \_\_\_\_\_\_\_\_\_\_\_ Amount Paid: $ \_\_\_\_\_\_\_\_\_**

Payment method: Check Check No: \_\_\_\_\_\_ Cash Other: \_\_\_\_\_\_\_\_\_\_\_\_\_