



Township of Clark  
430 Westfield Avenue  
Clark, NJ 07066  
(732) 388-3600

## VACANT/ABANDONED PROPERTY REGISTRATION

REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM

Registration shall remain valid for one year from the date of registration, except for the initial registration, which shall be prorated through December 31<sup>st</sup>. The owner shall be required to renew the registration annually as long as the building remains a vacant and/or abandoned property and shall pay a registration or renewal fee in the amount prescribed in the Code of the Township, Chapter 255, Article IV for each vacant property registered.

The annual renewal shall be completed by January 1<sup>st</sup> each year. The initial registration fee shall be prorated for registration statements received less than 10 months prior to that date.

The initial registration fee for each building shall be \$500. The fee for the first renewal is \$1,500 and the fee for the second renewal is \$3000. The fee for any subsequent renewal beyond the second renewal is \$5,000.

### Vacant Property Registration Fee Schedule

Type	Fee
Initial registration	\$500
First renewal	\$1,500
Second renewal	\$3,000
Subsequent renewal	\$5,000

BE ADVISED THAT IN ADDITION TO OTHER RESPONSIBILITIES, OWNERS OF VACANT/ABANDONED PROPERTIES ARE RESPONSIBLE FOR CONTINUOUS PROPERTY MAINTENANCE, WHICH INCLUDES BUT IS NOT LIMITED TO, ENSURING THAT THE EXTERIOR GROUNDS OF THE STRUCTURE, INCLUDING YARDS, FENCES, SIDEWALKS, WALKWAYS, RIGHT OF WAYS, ALLEYS, RETAINING WALLS, AND ATTACHED OR UNATTACHED ACCESSORY STRUCTURES AND DRIVEWAYS, ARE WELL MAINTAINED AND FREE FROM TRASH, DEBRIS, LOOSE LITTER, AND GRASS AND WEED GROWTH. THE BUILDING MUST BE SECURED FROM UNAUTHORIZED ENTRY AND A SIGN IDENTIFYING THE RESPONSIBLE PARTIES MUST BE AFFIXED. FAILURE TO COMPLY WITH THESE STANDARDS WILL RESULT IN ENFORCEMENT ACTION AGAINST THE OWNER.

Refer to Chapter 255, Article IV, of the Township of Clark Code Book for additional information and further details regarding property maintenance and vacant/abandoned properties.

The Township of Clark Code Book is available online at [www.ourclark.com](http://www.ourclark.com)



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### VACANT/ABANDONED PROPERTY REGISTRATION FORM

(please Print or Type)

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Address: \_\_\_\_\_

#### PROPERTY OWNER

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

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

Telephone Number & E-mail: \_\_\_\_\_

#### LENDER/LIEN HOLDER/MORTGAGE COMPANY/TRUSTEE

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

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

Telephone AND Fax Numbers: \_\_\_\_\_

Contact Name, Telephone Number (Direct Line) & E-mail: \_\_\_\_\_

#### PROPERTY MANAGEMENT COMPANY:

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

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

Telephone AND Fax Numbers: \_\_\_\_\_

Contact Name, Telephone Number (Direct Line) & E-mail: \_\_\_\_\_

#### PROPERTY DESCRIPTION

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

Property Acquisition Date: \_\_\_\_\_

1. Is the Property  
Vacant \_\_\_\_\_ Abandoned \_\_\_\_\_ Secure \_\_\_\_\_ 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/doors boarded)?  
Yes: \_\_\_\_\_ No: \_\_\_\_\_
4. Are the utilities ON or OFF? Electric \_\_\_\_\_ Water \_\_\_\_\_ Gas \_\_\_\_\_
5. Is a sign (minimum 8"x10") affixed to the building specifying the name, address and telephone number 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 available on a 24 hour per day, 7 day per week basis.

Emergency Contact Name & 24 Hour Telephone 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 TOWNSHIP OF CLARK MAINTENANCE ORDINANCE.**

\_\_\_\_\_  
OWNER'S NAME (PRINTED)

\_\_\_\_\_  
OWNER'S SIGNATURE

\_\_\_\_\_  
DATE

**OFFICE USE ONLY:** Initial \$500 \_\_\_\_\_ First \$1,500 \_\_\_\_\_ Second \$3,000 \_\_\_\_\_ Subsequent \$5,000 \_\_\_\_\_  
Date Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Check Number \_\_\_\_\_