



VACANT BUILDING REGISTRATION APPLICATION

Township of Mount Holly
Neighborhood Services Department
23 Washington Street
Mount Holly, New Jersey 08060
(609) 864-2451/2464
www.twp.mountholly.nj.us



Effective March 14, 2022, the owner of any vacant property as defined herein shall, within 60 days after the building becomes vacant property or within 30 days after assuming ownership of the vacant property, whichever is later, file a registration statement for each such vacant property with the Township Code Enforcement Official on forms provided by the Township Code Enforcement Official for such purposes. The registration shall remain valid until the end of the calendar year. The owner shall be required to renew the registration annually, no later than January 31, as long as the building remains vacant property and shall pay a registration or renewal fee in the amount prescribed in § [213-4](#) of this chapter for each vacant property registered.

Please complete this form and remit the appropriate registration fee.

Section 1. Registration Type (please check one)

Initial Registration Date: _____

- ☐ **Initial Registration - \$250**
- ☐ **1st Renewal Registration - \$500 shall be due if there are any outstanding property maintenance or code violations on the vacant or abandoned property that remains unabated at the time of renewal.**
- ☐ **Any Subsequent Renewal Registration – not more than \$750 shall be due if there continues to be any property maintenance or code violations on a vacant or abandoned property that remains unabated at the time of renewal.**

Section 2. Property Information

Date of Vacancy _____

Property Address _____

Block _____ Lot _____

Section 3. Ownership and Management Information

Name of Owner _____

Address of Owner _____

Telephone Number of Owner _____

Name and Address of Local New Jersey Representative _____

Telephone Number of Manager/Agent/Local New Jersey Representative _____

Section 4. Others with Legal Interest in the Property

Bank, Institution or Other holding Mortgage _____

Address of Mortgagee _____

Additional Mortgage Holders, Lien Holders, or Successors (list Names & Addresses below):

Section 5. Intended Future Property Use

Describe the intended future use of the property. List improvements to be made, anticipated reoccupation date, and method for marketing/advertising the availability of space if applicable:

Section 6. Evidence of Fire & Liability Insurance

Evidence of Valid Fire and Liability Insurance must be attached to this application or it shall be deemed incomplete.

Section 7. Certification

I/We hereby acknowledge the provisions of this ordinance that will require the re-registration of this property should it still be vacant the registration shall remain valid until the end of the calendar year. The owner shall be required to renew the registration annually, no later than January 31st. In addition, I/we will make reasonable accommodations to the Township of Mount Holly for all applicable inspections when requested.

Owner

Owner

Owner

OFFICIAL USE ONLY

_____ Fee Charged

_____ Payment Method

_____ Date