



The Borough of Medford Lakes

1 Cabin Circle

Medford Lakes, New Jersey 08055

Borough of Medford Lakes Vacant Property Registration Application

Effective March 24, 2016, Chapter 56 of the Medford Lakes Code requires the creditor/owner of any vacant property to register within thirty (30) days after the building becomes vacant or within thirty (30) days after assuming ownership of vacant property, or within ten (10) days of receipt of notice from the Borough of Medford Lakes of the need for registration. The annual renewal shall be completed by January 1st of each year. The initial registration fee shall be pro-rated for registration statements received less than 10 months prior to that date based on the number of months remaining in the calendar year. For example: six months before the end of the calendar year 6/12 would result in a \$250 first year fee.

- Initial Registration Fee: \$500
- First Renewal Fee: \$1000
- Second Renewal Fee: \$2500
- Any Subsequent Renewal: \$5000

Additional Registration Requirements

- The creditor/owner shall notify the Borough of Medford Lakes within thirty (30) days of any change in the registration informed by filing an amended registration statement
- The creditor/owner shall be required to renew the registration annually as long as the property remains vacant
- The creditor/owner shall be required to provide access to the Borough of Medford Lakes to conduct an exterior and interior inspection to determine the compliance with the Borough Property maintenance Code, following reasonable notice during the period of initial registration or any subsequent renewal
- The creditor/owner shall post a sign affixed to the building indicating the name, address, and telephone number of the creditor/owner, the creditor/owner's authorized agent for the purpose of service of process, and the person responsible for the day-to-day supervision and management of the building, if such person is different from the creditor/owner holding title or authorized agent. The sign shall be of a size and placed in a location to be legible from the nearest public street but shall be no smaller than 18"x24".
- *The following registration statement shall be deemed prima facie proof of the statements therein contained in any enforcement proceeding or court proceeding instituted by the borough of Medford Lakes against the owner or creditor/owner of the building.*



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Please **PRINT OR TYPE** all information. **P.O. BOXES ADDRESS WILL NOT BE ACCEPTED.**

Property Address: _____

Block Number: _____ Lot Number: _____

Date of Vacancy: _____

Mortgage Holder: _____

Address: _____

Email Address: _____

Telephone Number: _____

New Jersey Local Legal Agent or Manager: _____

Address: _____

Contact Name: _____

Telephone Number: _____

Property Contact for Property Issues: _____

Address: _____

Contact Name: _____

Telephone Number: _____

24/7 Telephone Number: _____

I hereby attest/swear that the information contained on the Vacant Property Registration Application is accurate and complete to the best of my knowledge. I further certify that the vacant property recorded above will adhere to the Borough of Medford Lakes Code vacant property registration requirements and property maintenance rules and regulations.

Principal Creditor/Owner's Signature: _____

Date: _____

The appropriate registration fee must accompany the application; make checks payable to the Borough of Medford Lakes and sent to the following address:

Mailing Address: Borough of Medford Lakes
Municipal Clerk
1 Cabin Circle
Medford Lakes, NJ 08055