TOWNSHIP OF IRVINGTON

DEPARTMENT OF NEIGBORHOOD PRESERVATION
MUNICIPAL BUILDING – 1 CIVIC SQUARE
IRVINGTON, NJ 07111

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Tony Vauss
Mayor

Melody Scott
Director of
Neighborhood Preservation
Program

VACANT/ABANDONED/DISTRESSED PROPERTY REGISTRATION FORM

Type of Registration: □ **New** **RENEWAL**

FEE: $350.00 **DATE: _____/_____/_____** **CHECK/MONEY ORDER #: _____**

Property Location:

Address: _____ Block: _____Lot: _____

_____

Ownership Information:
Mortgages/Assignee/Trustee/Owner Name: _____

City: _____ State: _____ Zip Code: _____
Notices will be sent to the Owner's address

Telephone: _____ Fax: _____

Email: _____

Mortgagee Contact Person (if applies):
Local Contact / Property Management Firm Name:

Cell Phone: _____ Telephone: _____ Fax: _____

Email: _____

Foreclosure Attorney Name: _____

Street: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Property Security and Maintenance Information

Name: _____

Street: _____

City; _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

24 Hour/Emergency Contact Name: _____

Telephone: _____ Fax: _____

Property Type:
□ Vacant Land □ 1 to 4 Family □ Mixed Use □ Commercial □ Industrial

Property Condition
□ Vacant and not secure for more than five (5) days
□ Vacant and boarded for more than thirty (30) days
□ Vacant and outstanding code violation for more than thirty (30) days
□ Vacant and nuisance condition cited within last 180 days

Utilities: Water □ On □ Off Gas □ On □ Off Electricity □ On □ Off

Winterized □ Yes □ No

Registration from completed by *(Print Name)* _____

Signature: _____ Date: _____

The foregoing instrument was acknowledged before me, the undersigned Notary

Public in and for the State of _____

On this, the _____ day of _____, 20 _____

by _____
(Signature of Notary)

Notary Public, State of

Personally Known _____ or Produced Identification _____

Type of Identification Produced

_____

(Print, Type, or Stamp Commission name of Notary Public)

Registration Process
Abandoned/Vacant & Distressed Properties

When a property should be registered

Prior to the issuance of a Notice of Default, an inspection of the property is required by the mortgagee/lender. Inspections must be performed monthly by the mortgage/lender until the foreclosure is remedied by the mortgagor/owner or the property becomes vacant or shows signs of vacancy. Once a property becomes vacant, the mortgagee is required to register the property with Irvington Township within (ten) days of the inspection and immediately secure and maintain property.

All properties located in Irvington Township that are vacant must be registered

How to register and Abandoned /Vacant Property

1. **Completely fill out the 2 page registration form, which must be notarized, and attached the $350.00 non-refundable registration fee made payable to the Township of Irvington. The renewal fee for the annual registration will be due by July 1st of every year. The registration fee will not be prorated.**

2. **Incomplete registration forms will not be processed. Registration is not complete until the payment is received.**

How to register multiple Abandoned/Vacant Properties

1. **Only one form may be used per property to be registered. You may download a form from our website: www.irvington.net or contact us at mthomasirvnpp@comcast.net and we will send you an electronic copy of the from that you may duplicate to register more than one property.**

Proper filing is the responsibility of the owner, mortgagee or beneficiary

Refunds will not be made for incorrect filings