

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 form 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