



**TOWNSHIP OF DOWNE**  
**VACANT & ABANDONED RESIDENTIAL PROPERTY**  
**CERTIFICATE OF REGISTRATION FORM**

Please check one

NEW       UPDATE       RENEWAL

288 Main Street  
Newport, NJ 08345  
856-447-3100 – Phone      856-447-3533 – Fax  
Nadine E. Lockley, RMC, Municipal Clerk  
[downetwpclerk@comcast.net](mailto:downetwpclerk@comcast.net)

**DIRECTIONS:** Complete one (1) Certificate of Registration Form per property. Complete the requested information and return to the Township Clerk with required fees.

**REGISTERED PROPERTY INFORMATION**

Registered Property Address: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Is the property currently?

1. Vacant? \_\_\_\_ Abandoned? \_\_\_\_ Foreclosure? \_\_\_\_ Foreclosure (occupied)? \_\_\_\_
  
2. Does the Owner intend to restore the property to productive use and occupancy within the next 12 months? Yes \_\_\_\_ No \_\_\_\_
  
3. Enclosed and secure from unauthorized entry? Yes \_\_\_\_ No \_\_\_\_
  
4. Sign (minimum 8" x 10") affixed to building and visible to public, indicating the name, address and telephone number of the responsible party, any authorized agent designated by the responsible party for the purpose of receiving service of process, and the person responsible for the maintenance of the property if different from the property or authorized agent? Yes \_\_\_\_ No \_\_\_\_
  
5. Are the utilities on or off?  
Electricity? On \_\_\_\_ Off \_\_\_\_  
Water? On \_\_\_\_ Off \_\_\_\_  
Gas? On \_\_\_\_ Off \_\_\_\_

**Please make check payable to:**

Downe Township Municipal Complex  
288 Main Street  
Newport, NJ 08345  
  
Attn: Nadine E. Lockley, Municipal Clerk

**FEE SCHEDULE (Please check one)**

	Initial Registration	\$500.00
	1st Renewal	\$1500.00
	2nd Renewal	\$3000.00
	Subsequent Renewal	\$5000.00

**OWNER / RESPONSIBLE PARTY**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

**LENDER / LIEN HOLDER / OTHER PARTIES WITH OWNERSHIP INTEREST**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

**AUTHORIZED AGENT**

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

**PROPERTY MANAGER** - (Must be resident of New Jersey)

Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_  
Email: \_\_\_\_\_

I, the undersigned hereby affirm that I am duly authorized to act on behalf of all the ownership interests in the above described property. I, certify that the foregoing statements are true and accurate to the best of my knowledge. I certify that I am aware of the fee schedule and the violations and penalties set forth in Downe Township Ordinance 2016-8.

\_\_\_\_\_  
Owner or Authorized Agent Signature \_\_\_\_\_  
Date

FOR MUNICIPAL OFFICE USE ONLY	
Fee Amount:	
Fee Received Date:	
Received By:	

Registration shall remain valid for one year from the date of registration. The property 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 Downe Township Ordinance # 2016-8 for each vacant property registered.

The annual renewal shall be completed by January 1<sup>st</sup> each year.

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 ground 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.

Any person who violates any provision of Ordinance 2016-8 or the rules and regulations issued hereunder shall be fined not less than \$100.00 and not more than \$1,000.00 for each offense. Every day that a violation continues shall constitute a separate and distinct offense. Fines assessed under this chapter shall be recoverable from the owner and shall be a lien on the property.

Failure to file a registration statement within 30 calendar days after a building becomes vacant property or within 30 calendar days after assuming ownership of a vacant property, whichever is later, or within 10 calendar days of receipt of notice by the municipality, and failure to provide correct information on the registration statement, or failure to comply with the provisions of such provisions contained herein shall be deemed to be violations of this Ordinance.