

**REGISTRATION FORM FOR
ABANDONED/VACANT RESIDENTIAL PROPERTIES**

(Please Print or Type)

BLOCK # _____ LOT # _____

1. _____
ADDRESS OF SUBJECT DWELLING WARD

2. _____
PROPERTY OWNER'S NAME TELEPHONE #

3. _____
PROPERTY OWNER'S ADDRESS CITY STATE ZIP

EMAIL _____

4. _____
NAME OF MANAGING AGENT AUTHORIZED TO ACT WITH RESPECT TO THE VACANT PROPERTY

_____ NJ ADDRESSES ONLY CITY STATE ZIP CODE

TELEPHONE # _____

EMAIL _____

5. PROPERTY DESCRIPTION: TOTAL RESIDENTIAL UNITS: _____ COMMERCIAL UNITS: _____

A. Number of stories: _____

B. Date property was acquired: _____

C. Does "owner" intend to restore property to productive use and occupancy in the next 12 months: Yes: _____ No: _____

D. Is property currently:

1. Enclosed and secured from unauthorized entry: (Boarded-up) Yes _____ No _____

2. Sign affixed to building indicating the name, address and telephone number of the owner and owner's authorized agent? (no smaller than 18'X24") Yes _____ No _____

3. Who will maintain the building and sign in a secure and closed condition until building is again occupied, demolished and/or rehabilitation is completed?

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT UNDER THE PENAL PROVISIONS OF THE RENT CONTROL ORDINANCE.

OWNER'S SIGNATURE

DATE

Frequently Asked Questions:

How do I know if my property is considered a vacant residential property?

“Vacant Property” as defined by Ordinance 6S&FA060211 is any residential building which is not legally occupied or at which construction has ceased and the building is in such a condition that it cannot be legally occupied. Properties that contain all building systems in working order that are actively being marketed for sale or rental are not deemed vacant.

Why should I register and my residential property as vacant?

The City of Newark has recently adopted the Vacant Property Ordinance in an effort to reduce crime, fires, blight, and other negative effects caused by vacant and abandoned properties. Property owners who fail to register their vacant properties with the City of Newark are subject to substantial fines.

How do I register my property as a vacant residential property?

Vacant property should be registered with the City of Newark’s Rent Regulation Officer, Maria C. Hernandez. Vacant residential property registrations should be renewed on annual basis. Registration forms are available on the City of Newark’s website and at City Hall, 920 Broad Street, Room 403. Completed forms and fees should be returned to:

Maria C. Hernandez
Rent Regulation Officer
Office of Rent Control, Room 403
920 Broad Street
Newark, NJ 07102

Vacant property registration fee schedule:

Initial registration	\$500
First renewal	\$1,500
Second renewal	\$3,000
Any subsequent renewal	\$5,000

When should I register my vacant residential property?

If you already own a residential property that is vacant prior to August 1, 2011, you have until August 30, 2011 to register your vacant property with the city.

If you acquire a vacant residential property on or after August 1, 2011, you must register the property within 30 days of acquisition.

If you already own a property prior to August 1, 2011 that becomes vacant on or after August 1, 2011, you have 60 days after the property becomes vacant to register it.

I received a notification from the city stating that my property was added to its Abandoned Property List, must I also register it as a Vacant Property?

Yes. Any property that is considered abandoned according to the Abandoned Property Rehabilitation Act (APRA) must also be registered as a Vacant Property with the City of Newark.

What should I do once I have registered a vacant property with the city?

Vacant property owners are required to enclose and secure the building in accordance with the code of the City of Newark. In addition, a sign should be posted on the building indicating the name, address, and telephone number of the owner, the owner's agent, and the person responsible for day-to-day management of the building. The building should remain secured and marked until the property is no longer vacant.

What are the penalties for not registering a vacant residential property with the city?

Property owners who fail to register their vacant property are subject to a fine of not less than \$500 and not more than \$1,000 for each offense. Every day that the vacant property is not registered counts as a separate offense. For example, a property owner who waits five (5) days after being notified that their property is vacant will be fined between \$500 and \$1,000 for each of those five days for a total of between \$2,500 and \$5,000.

What can I do if a residential property other than my own appears to be vacant?

If you think a residential property is vacant, you can call 311 to alert the city.

* The above information should be used as a guide to the City of Newark Vacant Property Ordinance and does not stand in place of the ordinance itself as legally binding.