



**BOROUGH OF MONTVALE**  
**Building Department – Code Enforcement**  
12 Mercedes Drive, Montvale, NJ 07645  
[www.montvale.org](http://www.montvale.org)

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

**(Please Print Legibly or Type and Make checks payable to the Borough of Montvale)**

The Borough of Montvale requires owners of Vacant and Abandoned Properties under Chapter 86 Article III to register with our Code Enforcement Department and has established a registration fee and must also comply with Chapter 86.

Effective November 15, 2019 Chapter 86, Article III requires the owner of any vacant property to register within (30) calendar days after the building becomes Vacant and Abandoned or within (30) days after assuming ownership of the Vacant and Abandoned property, whichever is later, or within (10) calendar days of receipt of notice from the Borough. The registration shall remain valid for (1-year) from the date of registration (except for the initial registration which shall be valid through December 31<sup>st</sup> of the year in which it was filed). **An annual renewal each year is required as long as the property remains vacant and abandoned.**

- |   |
|---|
| <input type="checkbox"/> Initial Registration Fee \$500.00 <input type="checkbox"/> First annual fee \$1500.00 <input type="checkbox"/> Second annual fee \$3000.00<br><input type="checkbox"/> Beyond Second Renewal \$5000.00 |
|---|

\*The initial registration fee shall be prorated for registration statements received less than 10 months prior to that date\*

- The owner shall notify the municipal clerk within thirty (30) days of any change in the registration information by filing an amended registration.
- The registration statement shall be deemed prima facie proof of the statement therein contained in any administrative enforcement proceeding or court proceeding instituted by the Borough against Creditor.
- New Jersey based Property Manager; Property Maintenance company required.

**PROPERTY ADDRESS:** \_\_\_\_\_ **Blk:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

1. Owner's Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_

2. **Property Maintenance Co. (NJ REQUIRED ONLY)** \_\_\_\_\_  
Agent Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_ Phone# \_\_\_\_\_ Email \_\_\_\_\_

3. **Financial/Bank/Lender** \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone# \_\_\_\_\_ Email \_\_\_\_\_

**Date of Vacancy** \_\_\_\_\_ **Date of Foreclosure** \_\_\_\_\_

I hereby Attest / Swear that the information on this registration is accurate and complete to the best of my knowledge.

Principal owners signature \_\_\_\_\_ Date \_\_\_\_\_

Date of Registration \_\_\_\_\_ Registration expires \_\_\_\_\_