

JEFFREY FETTE
Construction Official

Cynthia Petersen
Technical Assistant



(201) 391-5732
Fax: (201) 391-1312

J. Sagrario Mena
Construction Clerk

BOROUGH OF MONTVALE
Building Department – Code Enforcement
12 Mercedes Drive, Montvale, NJ 07645
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 31st of the year in which it was filed). **An annual renewal each year is required as long as the property remains vacant and abandoned.**

Initial Registration Fee \$500.00 First annual fee \$1500.00 Second annual fee \$3000.00
 Beyond Second Renewal \$5000.00

- 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 _____