



**City of Orange Township  
Department of Planning & Economic Development**

**Registration Form for Abandoned Residential Property**

Please fill out the information requested below and deliver this form to the Department of Planning and Development, Code Enforcement Division, or mail to **Department of Planning & Development, Division of Code Enforcement, 29 North Day Street, Room 205, Orange, NJ 07050.**

Registered Residence Address: \_\_\_\_\_

Orange, NJ, Zip Code: 07050

Assessor Parcel Number: \_\_\_\_\_

Notice of Default Recordation # \_\_\_\_\_ (Please attach copy to this form)

Lender/Lien Holder: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: ( ) \_\_\_\_\_

Lender/Lien Holder Mailing Address: **(No P.O. Boxes)**

\_\_\_\_\_  
\_\_\_\_\_

Property Manager: \_\_\_\_\_ Business License # \_\_\_\_\_

Contact: \_\_\_\_\_ 24 Hour Phone #: ( ) \_\_\_\_\_

Property Management Company Local Mailing Address: **(No P.O. Boxes)**

\_\_\_\_\_  
\_\_\_\_\_

Initial Fee **\$250.00**    First Renewal **\$500.00**    Second Renewal **\$1,000.00**    Subsequent Renewal **\$2,500.00**

Please check one:     New Registration     First Renewal     Second Renewal     subsequent Renewal

All registration fees shall accompany this registration form. The fee will be required by July 1<sup>st</sup> of each year, and must be received no later than July 10<sup>th</sup> of the year due. Initial Registration fee **will be prorated per Sec. 2(d) of the Ordinance.** A fine of no less than \$500.00 and no more than \$1,000.00 shall be imposed for each violation.

Initiated By:

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Company Name and Address **(No P.O. Boxes)**

The City of Orange Township Municipal Code, Chapter 156

THE CITY OF ORANGE TOWNSHIP MUNICIPAL CODE, CHAPTER 156 (PROPERTY MAINTENANCE)  
REQUIRING REGISTRATION OF ALL VACANT PROPERTIES BY OWNERS AND BENEFICIARIES AND  
ESTABLISHING CERTAIN SECURITY AND MAINTENANCE REQUIREMENTS.

- o Any person, company, corporation or beneficiary, whose property becomes vacant or shows evidence of vacancy, it is herein to be considered abandoned and shall within thirty (30) days of receiving notice of the declaration of vacancy register said property with the Director of Planning & Development, Division of Code Enforcement.
- o If the property is vacant or abandoned, the beneficiary/trustee shall register the property with the City of Orange Township using this form within thirty (30) days of transfer, vacancy or subsequent vacancy
- o Report to the City of Orange Township any changes in address and change of contact information within thirty (30) days of said change.
- o Maintenance of the property shall mean: free of all weeds, dry bushes, dead vegetation, junk, debris, building material and garbage. There shall not be permitted any accumulation of flyers, notices, discarded personal items of any sort that give the appearance that the property is vacant or abandoned. The property owner shall be responsible for the removal of any graffiti. Visible front side yards and back yards shall be kept properly landscaped according to existing code standards.
- o Securing the property shall mean: the closure and locking of windows, doors (including garage), gutters and any other opening. In the case of windows, such shall be secured by means of re-glazing or boarding of same.
- o Post the property with the property manager's name, address and 24-hour contact phone number.