

# CITY OF MILLVILLE

## VACANT PROPERTY REGISTRATION INSTRUCTIONS

City of Millville, 12 S. High Street, PO Box 609, Millville, NJ 08332, Attn: Inspections

### REGISTRATION OF VACANT PROPERTIES

#### CHAPTER 11, Article V

#### Vacant Property Registration and Maintenance Requirements

The full ordinance can be found online: <https://ecode360.com/36447413#34425747>

- A. The owner of any building that has become a vacant property, and any person maintaining or operating or collecting rent for any such building that has become vacant must within 10 days register the property with the municipality through the Bureau of Permits and Inspections.
- B. The registration form shall include the owner's name and address along with the contact information of an individual located within the State of NJ if the owner does not reside in same. The registration form shall also be accompanied with a check made out to the municipality of \$400 for the initial registration.
- C. The cost of inspections for this property is included in the fee charged above.
- D. Property registration shall be renewed every 12 months. The renewal form shall be due on the anniversary month following the original registration date. The renewal form shall also be accompanied with a check made out to the municipality of \$400 for the yearly registration. Failure to register a property on a timely basis shall result in a court summons. It shall be the responsibility of the registrant to notify the Bureau in writing if there is any change in the contact information of the registrant or any change in status of the property.

#### FEE SCHEDULE

REGISTRATION TYPE	FEE	# OF UNITS	TOTAL
NEW	\$400	_____	_____
YEARLY RENEWAL	\$400	_____	_____

CITY OF MILLVILLE

VACANT PROPERTY REGISTRATION FORM

Date: \_\_\_\_\_

**Property**

Address: \_\_\_\_\_  
Block: \_\_\_\_\_ Lot: \_\_\_\_\_

**Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Bank/Creditor**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Attn: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**Property Maintenance Agent**

Registered Agent: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

**Citations/Violations Agent**

Registered Agent: \_\_\_\_\_  
Contact: \_\_\_\_\_ Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Email: \_\_\_\_\_  
Telephone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_  
Fax Number: \_\_\_\_\_