

# City of Millville Foreclosure/Vacant property Registration Form

## Chapter 11. Bureau of Permits and Inspections

### Article V. Vacant Property Registration and Maintenance Requirements

#### § 11-48. Registration requirements for abandoned real property.

A. Any mortgagee who holds a mortgage on real property located within the City of Millville shall perform an inspection of the property to determine vacancy or occupancy upon a filing of a summons and complaint. The mortgagee shall, within 10 days of the inspection, register the property with the City Code Enforcement Office, or designee, using the website access provided by the City of Millville, and indicate whether the property is vacant or occupied. A separate registration is required for each property, whether it is found to be vacant or occupied.

B. If the property is occupied, it shall be inspected by the mortgagee or his designee monthly until:

(1) The mortgagor or other party remedies the default; or

(2) It is found to be vacant or shows evidence of vacancy, at which time it is deemed abandoned, and the mortgagee shall, within 10 days of that inspection, update the property registration to a vacancy status.

C. Registration pursuant to this section shall contain the name of the mortgagee and the servicer, the direct mailing address of the mortgagee and the servicer, a direct contact name and telephone number for both parties, facsimile number and email address for both parties, tax lot and block for the property, and the name and twenty-four-hour contact telephone number of the property management company responsible for the security and maintenance of the property.

D. A nonrefundable annual registration fee of \$500 shall be collected per property and shall accompany the website registration. An additional fee of \$2,000 per property annually if the property is vacant or abandoned pursuant to the above definition when the summons and complaint in an action to foreclose is filed, or becomes vacant and abandoned pursuant to the definition in this article at any time thereafter while the property is in foreclosure.

E. All registration fees must be paid directly from the mortgagee, servicer, trustee, or owner. Third-party registration fees are not allowed without the consent of City of Millville and/or its authorized designee.

F. This section shall also apply to properties that have been the subject of a foreclosure sale where the title was transferred to the beneficiary of a mortgage involved in the foreclosure and any properties transferred under a deed in lieu of foreclosure/sale.

G. Properties subject to this section shall remain under the annual registration requirement and the inspection, security and maintenance standards of this section as long as they remain vacant and the complaint for foreclosure filed.

H. Any person or legal entity that has registered a property under this section must report any change of information contained in the registration within 10 days of the change.

I. Failure of the mortgagee and/or owner to properly register or to modify the registration form from time to time to reflect a change of circumstances as required by this article is a violation of this article and shall be subject to enforcement.

J. Pursuant to any administrative or judicial finding and determination that any property is in violation of this article, the City of Millville may take the necessary action to ensure compliance with this article and place a lien on the property for the cost of the work performed to benefit the property and bring it into compliance.

K. A creditor located out of state shall be responsible for appointing an in-state representative or agent to act for the foreclosing creditor.

Foreclosure \_\_\_\_\_

Vacant \_\_\_\_\_

New \$500 \_\_\_\_\_

New \$2000 \_\_\_\_\_

Renewal \$500 \_\_\_\_\_

Renewal \$2000 \_\_\_\_\_

**CITY OF MILLVILLE**  
**PROPERTY REGISTRATION FORM**

     **FORECLOSURE**         **VACANT**

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

**Property**

Address: \_\_\_\_\_

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

**Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Bank/Creditor**

Name: \_\_\_\_\_

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: \_\_\_\_\_