



Date of Application: \_\_\_\_\_  
Property Address: \_\_\_\_\_

## Vacant Property Registration Application

The following is a Registration Application to register a building within the Township of Hamilton that is vacant. This application is submitted by the Owner pursuant to Chapter 146, Article II Abandoned Property of the Code of Ordinances, Hamilton Township, Mercer County, New Jersey. Please **PRINT OR TYPE** all information.  
P.O. BOX ADDRESS WILL NOT BE ACCEPTED

Name of Owner/Corporation: \_\_\_\_\_

Address of Owner/ Corporation: \_\_\_\_\_  
\_\_\_\_\_

Owner's Day Phone Number: \_\_\_\_\_

Owner's e-mail address \_\_\_\_\_

Name on Deed \_\_\_\_\_

### Applicant Information

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone Number \_\_\_\_\_

E-Mail \_\_\_\_\_

### Documents Required:

- Driver's License-Members/agent/owner of LLC
- Letter of Formation-Owner/applicant if LLC or Corporation
- Copy of Deed-current

**Emergency Contact:** Name, address, email, and 24 hr. a day phone # of a Managing Agent or Individual representative of the owner who may be contacted at any time in the event of an Emergency affecting the premises or any unit of dwelling. Individual has to be authorized to make emergency decisions concerning the building and repair to all essential services or systems. \_\_\_\_\_  
\_\_\_\_\_

**The Owner Shall Notify the Division of Housing Within 30 Days of Any Change in The Above Registration Information. The Owner Shall Be Required to Renew the Registration Annually as long as The Property Remains Vacant.**

**Fee Schedule (Regardless Of Ownership)**

**Initial Registration- \$500.00**  
**Second Year Registration- \$1000.00**

**Third Year Registration- \$2000.00**  
**Fourth/Subsequent Years- \$3000.00**

FEE PAID \_\_\_\_\_ DATE \_\_\_\_\_

Make Checks Payable To: Township of Hamilton  
Division of Vacant and Abandoned Properties  
2090 Greenwood Avenue  
Hamilton N.J. 08650

I certify that the above Vacant Property will adhere to the Township of Hamilton code of Ordinances Chapter 146, Article II Abandoned Properties

**Owner or Agents Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## **Maintenance.**

(1) Properties subject to this section shall be kept free of all weeds, dry bushes, dead trees, vegetation, junk, debris, building material and garbage. Furthermore, there shall not be permitted any accumulation of flyers, notices, or 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 housing standards and regulations.

(2) Unoccupied or vacant buildings shall not be utilized for storage of any materials, whether solid or liquid, including the yard portion of that building.

(3) When a vacant building is found to be infested with rats, termites, roaches or any other insects or vermin, the owner or operator shall provide for the extermination and prevention of such nuisance.

(4) Every foundation, exterior wall or exterior roof of an unoccupied or vacant building shall be weather-tight, water-tight and rodent-proof and shall be kept in sound condition and good repair and shall be safe to use and capable of supporting a load which normal use may cause to be placed thereon.

(5) Every floor, interior wall and ceiling of an unoccupied or vacant building shall be substantially rodent-proof, shall be kept in sound condition and good repair, and shall be safe to use and capable of supporting a load which normal use may cause to be placed thereon.

(6) Every window, exterior door and basement or cellar door and hatchway of an unoccupied or vacant building shall be weather-tight, water-tight and rodent-proof and locked and shall be kept in sound working condition and good repair.

(7) Every inside and outside stair, porch and any appurtenance thereto of an unoccupied or vacant building shall be safe to use and capable of supporting a load that normal use may cause to be placed thereon and shall be kept in sound condition and good repair.

(8) Every yard of an unoccupied or vacant building shall be properly graded so as to prevent the accumulation of stagnant water.

(9) There shall be a control method of disposing of water from roofs of an unoccupied or vacant building by use of gutters and downspouts which shall be installed and maintained in sound condition, free of leaks and obstructions.

(10) Every dwelling, cellar, basement and crawlspace of an unoccupied or vacant building shall be maintained reasonably free from dampness.

(11) The exterior of every structure or accessory structure of an unoccupied or vacant building shall be maintained free of broken windows, loose shingles, crumbling stone or brick or excess peeling paint.

(12) The exterior of the premises and the condition of accessory structures of an unoccupied or vacant building shall be maintained so that the appearance of the premises and all buildings thereof shall reflect the level of maintenance in keeping with the standards of the neighborhood in such that the appearance of the premises and structure shall not constitute a blighting factor for adjoining property owners leading to the progressive deterioration and downgrading of the neighborhood with the accompanying diminution of property values.

(13) All doors and/or lids on appliances, furniture utilized for storage or on heating furnaces located on the premises of an unoccupied or vacant building shall be locked in order to deny entry to any individuals where the potential for physical harm or death may result should said door close to prevent the individual's escape.

(14) All pools, ponds and/or other bodies of standing water located on the premises of an unoccupied or vacant building shall be drained or properly cleaned and maintained so as to prevent the breeding or existence of mosquito larvae or other nuisances.

(15) If the property is owned by a corporation, business entity, or out of area owner, a local property management company shall be contracted to perform bi-weekly inspections to verify compliance with this section. "Out-of-the-area" shall mean any owner located at least 50 miles away from subject property. The property, if vacant, shall be posted with a name and twenty-four-hour contact number of the local property management company or a twenty-four-hour number for the owner.

(16) A sign posting the words "Property Managed By" and "To Report Problems or Concerns Call, E-mail Address" shall appear on the posted sign. The posting shall be on the inside of an interior window facing the street or on at least one boarded window facing the street or secured on the exterior of the building facing the street where such can be read from the street. The posting of such on a visible stake in front of the property is acceptable.

This registration statement shall be deemed prima facie proof of the statements therein contained in any administrative enforcement proceeding or court proceeding instituted by the Township against the owner or owners of the building.

I Hereby Attest/Swear that the information on this Registration is Accurate / Complete to the best of my knowledge.

Principal Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional information can be found at the Townships website [www.hamiltonnj.com](http://www.hamiltonnj.com)  
Or contact the office for the Division of Housing Inspections, Landlord Compliance, and Vacant and Abandoned Properties compliance staff:

Division of Housing Inspections, Landlord Compliance, and Vacant and Abandoned Properties  
Chief Housing Inspector: Richard Merger  
[rmerger@hamiltonnj.com](mailto:rmerger@hamiltonnj.com)  
Main Office Phone 609-890-3665

Division of Economic Development  
Associate Director of Economic Development  
: Kate Kane  
[KKane@hamiltonnj.com](mailto:KKane@hamiltonnj.com)