



Vacant Property Registration

(Mandated by Ordinance # 16-2015)

January 19, 2016

RE: Vacant Property Annual and Renewal Fees

Dear Property Owner:

In order to protect and preserve public safety, security, and the overall enjoyment of the community as defined in the City of Pleasantville Vacant and Abandoned Property Registration Ordinance # 16-2015 and the Abandoned Property Rehabilitation Act (P.L. 2003, c.210), the City requires a mandatory registration and annual renewal of properties that are vacant, or continually remain vacant over concurrent years.

As stated in Municipal Ordinance:

An annual registration fee shall accompany the registration form. The fee and registration shall be valid for the calendar year, or remaining portion of the calendar year in which the registration was initially required. Subsequent registrations and fees are due January 1st of each year and must be received no later than March 31st of the year due. In the event that such payments are not made by March 31st of the year due, a late fee in the amount of \$50 will be charged in addition to any other fees due.

The initial fee for registering a vacant property shall be \$500. The fee for the first renewal is \$1,000.00, and the fee for the second renewal is \$2,000.00. The fee for any subsequent renewal beyond the second renewal is \$3,000.00.

All Mortgages', Mortgagee's, Owners, Trustees, Real Estate Agencies, Property Managers or Interested Parties must complete the enclosed City of Pleasantville Vacant Property Registration form (in its entirety) for each individual vacant property, and return it to the Building Department, along with the registration fee in the appropriate amount. All checks should be made payable to the "City of Pleasantville" and mailed along with the registration to:

Construction Official/Zoning Officer
Attn: Kevin Cain
City of Pleasantville
18 North First Street,
Pleasantville, NJ 08232

All Fees are non-refundable. Registration will be valid until December 31 of the year of the initial registration. If the property remains vacant, it must be re-registered started January 1 of the following year. All properties owned or subject to the control of the City of Pleasantville or any of its governmental bodies or agencies or property owned or controlled by the Federal Department of Housing and Urban Development are excluded from registration fees but are required to follow all requirements of the City of Pleasantville Vacant and Abandoned Property Registration Ordinance # 16-2015.

We thank you in advance for your cooperation with this matter. Should you have any questions or require additional information, please contact Kevin Cain, at (609) 484-3614



CITY OF PLEASANTVILLE
Code Enforcement Department
18 North First Street Pleasantville, NJ 08232

Kevin Cain
Construction Code Official
Phone: (609) 484-3633
Fax: (609) 677-4806

Vacant Property Registration Form Mandated by Ordinance # 16-2015

Property Information:

Property Address: _____

City/State/Zip: _____

Block: _____ Lot: _____

Vacant property registration fee schedule

.. Initial registration	\$ 500.00
.. First Renewal	\$1,000.00
.. Second Renewal	\$2,000.00
.. Any Subsequent Renewal	\$3,000.00

Owner Or Mortgage Company Contact Information

Company Name: _____ Name of Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Property Management Company/Emergency Contact Information

Please designate below the entity that will serve as the 24 hour primary contact; responsible for any security, maintenance or other issues regarding property. *No P.O. Boxes*

Company Name: _____ Name of Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

In-State Representative Contact Information

Please designate below the entity that will serve as the In-State representative as mandated by N.J.S.A. 40:48 2.12s.

Company Name: _____ Name of Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

I certify, by my signature below, that the property was inspected for security and maintenance and has been found to be in compliance as described in the City of Pleasantville Ordinance #16-2015 and found to be vacant on (Date): _____

An annual registration fee must accompany this registration form. The fee and registration shall be valid for the calendar year in which the registration was initially required. Subsequent registrations and fees must be received no later than March 31st of the year due; violator(s) of any section or subsection of this ordinance shall be subject to prosecution as outlined in Ordinance #16-2015. Please complete this form and mail it along with a check in the appropriate amount payable to the "City of Pleasantville" and mail to: Construction Official/Zoning Officer, Attn: Kevin Cain, City of Pleasantville, 18 N First St, Pleasantville, NJ 08232.

By my signature below, I certify that I am the mortgagor, mortgagee, owner, trustee or responsible party of the aforementioned property and that the above information is true and correct to the best of my knowledge. I agree to promptly advise the City of Pleasantville, Code Enforcement Department should any information change from that which was originally submitted on this form. I understand that erroneous, misleading or false information, as well as, any willful misstatement of material fact, may be grounds for fines, liens, enforcement penalties or placement of property on the City of Pleasantville Abandoned Property List.

Owner/Agent Signature: _____ Date: _____