



Founded 1688

Township of Mansfield
--County of Burlington--

3135 Route 206 South
Suite 1
Columbus, New Jersey 08022

MUNICIPAL COMPLEX
PHONE: (609) 298-0542
FAX: (609) 298-1863

VACANT PROPERTY REGISTRATION FORM

Block _____ Lot _____

Property Address _____

Property Owner:

Name _____

Address (No P.O Boxes) _____

Telephone Number & Email _____

Lender/Lien Holder/Mortgage Company/Trustee:

Name _____

Address (No P.O Boxes) _____

Telephone Number & Email _____

Contact Name, Telephone Number & Email _____

Property Management Company:

Name _____

Address (No P.O Boxes) _____

Telephone Number & Email _____

Contact Name, Telephone Number & Email _____

Property Description:

1. Property Acquisition Date _____
Vacant _____ Abandoned _____ Secure _____ Open & Accessible _____
2. Does the owner intend to restore the property to productive use and occupancy within next 12 months? Yes _____ No _____
3. Is the property currently enclosed and/or secured from unauthorized entry (windows/doors boarded)? Yes _____ No _____
4. Are the utilities ON or OFF? Electric _____ Water _____ Gas _____
5. Is a sign (minimum 15" x 17") affixed to the building specifying the name, address, and telephone number of the owner, owner's authorized agent, and person responsible for daily supervision of the building? Yes _____ No _____



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An emergency contact person, having the authority to act and respond to the needs of the registered property, must be available on a 24 hour per day, 7 days per week basis.

Emergency Contact Name and 24-hour phone number _____

I certify that the foregoing statements are true. I am aware that if any of the statements made are willfully false, I am subject to punishment under the code of the Township of Mansfield.

Owners Name Owners Signature Date

Official Use:

Date Received: _____

Cash _____ Check Number _____



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REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM

Registration shall remain valid for one year from the date of registration. The owner shall be required to renew the registration annually as long as the building remains a vacant and/or abandoned property and shall pay a registration or renewal fee in the amount prescribed within the code of the Township of Mansfield Chapter 38A for each vacant property registered. The annual renewal shall be completed by **January 1st of each year**.

Vacant Property Registration Fee Schedule

Type	Fee
Annual Registration Fee	\$2,500.00

Be advised that in addition to other responsibilities, owners of vacant/abandoned properties are responsible for continuous property maintenance which includes but is not limited to: ensuring that the exterior grounds of the structure, including yards, fences, sidewalks, walkways, right of ways, alleys, retaining walls, attached or unattached accessory structures, and driveways are well maintained and free from trash, debris, loose litter, and grass and weed growth. The building must be secured from unauthorized entry and a sign identifying the responsible parties must be affixed. Failure to comply with these standards will result in enforcement action against the owner.