



**Township of Oxford**  
11 Green Street Oxford,  
New Jersey, 07863  
908-453-3098  
[www.oxfordtwpnj.org](http://www.oxfordtwpnj.org)

## **VACANT / ABANDONED PROPERTY REGISTRATION**

### **REGISTRATION FEE MUST ACCOMPANY THE REGISTRATION FORM.**

Registration shall remain valid for one year from the date of registration, except for the initial registration. Any initial registration received less than 10 months prior to December 31<sup>st</sup> shall be prorated through that date. 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 in Township Ordinance 2017-11 for each vacant property registered. The annual renewal shall be completed by January 1<sup>st</sup> each year.

The initial registration fee for each building shall be \$500. The fee for the first renewal is \$1,000 and the fee for the second renewal is \$1,500. The fee for any subsequent renewal beyond the second renewal is \$1,500.

#### **Vacant Property Registration Fee Schedule**

<b>Type</b>	<b>Fee</b>
<b>Initial registration</b>	<b>\$500</b>
<b>First renewal</b>	<b>\$1,000</b>
<b>Second renewal</b>	<b>\$1,500</b>
<b>Subsequent renewal</b>	<b>\$1,500</b>

**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, AND 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.**

Refer to Chapter 249-1.1 of the Township of Oxford Code Book for additional information and further details regarding property maintenance and vacant/abandoned properties.

The Township of Oxford Code Book is available online at [www.oxfordtwpnj.org](http://www.oxfordtwpnj.org)



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## VACANT / ABANDONED PROPERTY REGISTRATION FORM

(Please Print or Type)

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

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

**PROPERTY OWNER:**

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

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

Telephone Number & E-mail: \_\_\_\_\_

**LENDER/LIEN HOLDER/MORTGAGE COMPANY/TRUSTEE:**

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name, Telephone Number (Direct Line) & E-mail: \_\_\_\_\_

**PROPERTY MANAGEMENT COMPANY (must maintain offices in the State of New Jersey):**

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

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Name, Telephone Number (Direct Line) & E-mail: \_\_\_\_\_

**PROPERTY DESCRIPTION:**

Total Number of Residential Units: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Date Property was acquired: \_\_\_\_\_

1. Is the property:

Vacant \_\_\_\_\_ Abandoned \_\_\_\_\_ Secure \_\_\_\_\_ Open & Accessible \_\_\_\_\_

2. Does the owner intend to restore the property to productive use and occupancy within the next 12 months?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

3. Is the property currently enclosed and/or secured from unauthorized entry (e.g., windows/doors boarded)?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

4. Are the utilities ON or OFF?: Electric \_\_\_\_\_ Water \_\_\_\_\_ Gas \_\_\_\_\_

5. Is a sign (minimum 8"x10") affixed to the building specifying the name, address and telephone number of the owner, owner's authorized agent and person responsible for daily supervision and management of the building?

Yes: \_\_\_\_\_ No: \_\_\_\_\_

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 day per week basis.

Emergency Contact Name & 24 Hour Telephone Number (must maintain office or reside in the State of New Jersey):

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I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT.

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OWNER'S NAME (PRINTED)	OWNER'S SIGNATURE	DATE
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*Office Use Only:*

Initial \$500 \_\_\_\_\_ First \$1,000 \_\_\_\_\_ Second \$1,500 \_\_\_\_\_ Subsequent \$1,500 \_\_\_\_\_

Date Paid: \_\_\_\_\_ Cash \_\_\_\_\_ Check \_\_\_\_\_ Check Number \_\_\_\_\_

**ORDINANCE 2017-11**

**AN ORDINANCE OF THE TOWNSHIP OF OXFORD AMENDING AND  
SUPPLEMENTING THE TOWNSHIP CODE CHAPTER 249  
“PROPERTY, VACANT AND ABANDONED” TO ADD A NEW SECTION  
249-1.1 ENTITLED “REGISTRATION OF VACANT AND ABANDONED  
PROPERTIES”**

**WHEREAS**, mortgage foreclosures often result in the abandonment and neglect of residential properties; and

**WHEREAS**, P.L. 2014, c. 35, authorizes municipalities to adopt ordinances for the purpose of regulating the care, maintenance, security and upkeep of the exterior of vacant and abandoned properties for which a creditor has filed an action to foreclose; and

**WHEREAS**, it is in the public interest for the Township of Oxford to establish a mechanism to identify and track vacant and abandoned residential properties in the Township which are in foreclosure, to establish standards for the maintenance of those properties and to enforce those standards of maintenance;

**NOW, THEREFORE BE IT ORDAINED**, by the Township Committee of the Township of Oxford, in the County of Warren and the State of New Jersey, duly assembled in public session, as follows:

**Section 1.**

Chapter 249 “Property, Vacant and Abandoned” shall be amended to add new section 249-1.1 “Registration of Vacant and Abandoned Properties” which reads as follows:

§ 249-1.1 Registration of Vacant and Abandoned Properties.

- A. A Creditor filing a summons and complaint in an action to foreclose on a Vacant and Abandoned property, or a Creditor who has previously filed a summons and complaint to foreclose on a residential property which subsequently becomes Vacant and Abandoned, shall within thirty (30) calendar days after the building becomes Vacant and Abandoned or within thirty (30) calendar days after assuming ownership of the Vacant and Abandoned property, whichever is later; or within ten (10) calendar days of receipt of notice from the Township, and annually thereafter, file a registration statement for such Vacant and Abandoned property with the municipal clerk on forms provided by the Township for such purposes. Any failure to receive notice by the Township shall not constitute grounds for failing to register the Vacant and Abandoned property.
- B. Each Vacant and Abandoned property having a separate block and lot number as designated in the official tax maps of the Township shall be registered separately.

- C. The registration statement shall include name, street address, telephone number, and email address (if applicable) of a person twenty-one (21) years or older, designated by the Creditor as the authorized agent for receiving notices of code violations and for receiving process in any court proceeding or administrative enforcement proceeding on behalf of such Creditor in connection with the enforcement of any applicable code.
- D. The registration statement shall include the name, street address, telephone number, and email address (if applicable) of the firm and the actual name(s) of the firm's individual principal(s) responsible for maintaining the Vacant and Abandoned property. The individual or representative of the firm responsible for maintaining the Vacant and Abandoned property shall be available by telephone or in person on a twenty-four-hour per day, seven-day per week basis. The two entities may be the same or different persons. Both entities must maintain offices in the State of New Jersey or reside within the State of New Jersey.
- E. The registration shall remain valid for one year from the date of registration except for the initial registration which shall be valid through December 31<sup>st</sup> of the year in which it was filed. The Creditor shall be required to renew registration annually as long as the building remains Vacant and Abandoned and shall pay a registration or renewal fee in the amount prescribed in Paragraph c. of this Section for each Vacant and Abandoned property registered.
- F. The annual renewal shall be completed by January 1<sup>st</sup> each year. The initial registration fee shall be prorated for registration statements received less than ten (10) months prior to that date.
- G. The Creditor shall notify the municipal clerk within thirty (30) calendar days of any change in the registration information by filing an amended registration statement on a form provided by the municipal clerk for such purpose.
- H. The 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 Creditor.
- I. Fee Schedule

The initial registration fee for each Vacant and Abandoned property under the provisions of this Section shall be five hundred dollars (\$500.00). The fee for the first annual renewal shall be one thousand hundred dollars (\$1,000.00) and the fee for the second annual renewal shall be one thousand five hundred dollars (\$1,500.00). The fee for any subsequent annual renewal beyond the second renewal shall remain one thousand five hundred dollars (\$1,500.00).

Vacant Property Fee Schedule:

Initial Registration	\$ 500.00
First Renewal	\$ 1,000.00
Second Renewal	\$ 1,500.00
Any Subsequent Renewal	\$ 1,500.00

**Section 2.**

**Severability.** The various parts, sections and clauses of this Ordinance are hereby declared to be severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

**Section 3.**

**Repealer.** Any ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed as to their inconsistencies only. All other parts of the Code of the Township of Kingwood not inconsistent herewith are ratified and confirmed.

**Section 4.**

This ordinance shall take effect immediately after final passage, approval and publication as provided by law.

**NOTICE**

**NOTICE** is hereby given that the foregoing Ordinance was introduced to pass on first reading at a regular meeting of the Committee of the Township of Oxford held on June 21, 2017, and ordered published in accordance with the law. Said Ordinance will be considered for final reading and adoption at a regular meeting of the Township Committee to be held on July 19, 2017 at 7:00 p.m. or as soon thereafter as the Township Committee may hear this Ordinance at the Municipal Building, 11 Green Street, Oxford, New Jersey, at which time all persons interested may appear for or against the passage of said Ordinance.

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Sheila L. Oberly, RMC