



**TOWNSHIP OF HILLSBOROUGH  
VACANT & ABANDONED RESIDENTIAL PROPERTY  
CERTIFICATE OF REGISTRATION FORM**

379 SOUTH BRANCH ROAD  
HILLSBOROUGH, NJ 08844  
908-369-3535 PHONE 908-369-6034 FAX  
Pamela Borek, Township Clerk pborek@hillsborough-nj.org



**Directions:** Complete one (1) registration Form per property. Complete the requested information and return to the Township Clerk with fees, if applicable, and all required attachments.

**Registered Property Information**

Registered Property Address: \_\_\_\_\_  
Hillsborough, New Jersey 08844

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

Is the property currently:

- 1) Enclosed and secured from unauthorized entry?  Yes  No
- 2) Sign affixed to building and visible to public, indicating the name, address and telephone number of the responsible party, any authorized agent designated by the responsible party for the purpose of receiving service of process, and the person responsible for the maintenance of the property if different from the property or authorized agent?  Yes  No
- 3) Supplied with the following utilities:
  - Electricity  On  Off
  - Water  On  Off
  - Gas  On  Off

**Responsible Party**

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

Contact Person: (if different than above) \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Authorized Agent (If Applicable)**

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

Contact Person : (if different than above) \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Property Manager \***  
**(If different from Responsible Party or the Authorized Agent)**

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

Contact Person: (if different than above) \_\_\_\_\_

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

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**\*Person who resides or maintains an office within New Jersey and who is either the responsible party or an authorized agent designated by the responsible party to receive notices and complaints of property maintenance and code violations on behalf of the responsible party.**

**Please check one**

- Initial Registration (Fee: \$250)
- Renewal Registration – In-Compliance (Fee: \$250)
- Renewal Registration – Non-Compliance (Fee: \$500)
- Amendment to Registration (Fee: \$0)
- Removal – Property is no longer Vacant & Abandoned (Fee: \$0)

***The fee and registration shall be remain valid for one year from the date of issuance and shall be renewed on an annual basis if the property remains vacant and abandoned.***

**For Municipal Office Use Only:**  
**Renewal: In-Compliance**

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Enforcement Official

**Removal:**

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Enforcement Official

**Change of Information:**

\_\_\_\_\_                      \_\_\_\_\_  
Date                              Township Clerk

**Required Attachments (Please check all that apply)**

- Fees, if applicable, pursuant to Section 232-11D
- Proof of Liability Insurance pursuant to Section 232-12(3)
- Copy of the notice detailing your agent/contact# that is to be posted on the vacant and abandoned property pursuant to Section 332-12(2)

***Any change in the information contained on this form must be submitted to the Hillsborough Township Clerk within 30 days of the change. Failure to submit the changes is a violation and the Responsible Party may be subject to fines pursuant to Section 232-17 of the Township Code.***

Please provide payment payable to Hillsborough Township.

**I certify that the foregoing statements made by me are true.**

\_\_\_\_\_  
Responsible Party Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Initials

\_\_\_\_\_  
Township Clerk