



**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 232-12(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