



Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569
(732) 681-3232 • FAX (732) 681-8981

Brian T. Wilton
Mayor

OFFICE OF CODE ENFORCEMENT

Louise A. Mekosh
Borough Clerk/Administrator

VACANT AND ABANDONED PROPERTY REGISTRATION

The Borough of Lake Como requires owners, creditors and/or their designated representatives of vacant and abandoned properties to register with the Department of Code Enforcement, submit a \$500.00 initial registration fee (which is due annually) and maintain such registered property in accordance with Ordinance 2016-917, section 9-8.3.

Effective August 1, 2016, the above ordinance requires an owner, creditor and/or their designated representative of any vacant and abandoned property to register within thirty (30) days of the property becoming vacant.

Filers:

Owners, creditors and/or their designated representatives shall include the title holder, an agent of the title holder, a foreclosing entity or any other party that has filed a notice with the municipal clerk pursuant to the provisions of P.L. 2014, c. 35 and that has been determined by the Code Enforcement Officer or their designee to have the authority to act with respect to the property.

Registration Fee:

\$500.00 for initial filing, \$500.00 due annually until the property is deemed not vacant and abandoned by the Code Enforcement Officer or their designee. Renewal applications and fees must be received by January 1st of each renewal year.

Change in Status/Registration Information:

The Filer shall notify the Department of Code Enforcement within thirty (30) days, in writing, of any changes in the status of the vacant and abandoned property, and if applicable, shall file an amended registration form.

The registration form shall be deemed prima facie proof of the statement therein contained in any code or administrative enforcement proceedings or any court proceedings that the Borough of Lake Como institutes against the property owner, creditors and/or designated representatives.

**ALL FEES MUST ACCOMPANY THIS APPLICATION
CHECKS ARE PAYABLE TO "THE BOROUGH OF LAKE COMO"
& MUST BE SUBMITTED TO:
1740 MAIN STREET, PO BOX 569, LAKE COMO, NJ 07719**

VACANT AND ABANDONED PROPERTY REGISTRATION FORM

PARCEL NUMBER: BLOCK _____ LOT _____ QUAL _____

PROPERTY ADDRESS: _____

PROPERTY OWNER'S NAME: _____

APPROXIMATE DATE BECAME VACANT AND ABANDONED, IF APPLICABLE: _____

CHECK IF PROPERTY IS CURRENTLY OCCUPIED (FEE IS WAIVED BUT ANNUAL REGISTRATION IS REQUIRED)

OWNER, CREDITOR AND/OR THEIR DESIGNATED REPRESENTATIVE CONTACT INFORMATION

NAME: _____

CONTACT: _____

ADDRESS: _____

TELEPHONE: _____ FAX: _____

EMAIL: _____

I hereby attest/swear that the above information on this registration form is accurate and complete to the best of my knowledge.

Signature: _____ Date: _____

Print Name: _____

**CHECKS ARE PAYABLE TO "THE BOROUGH OF LAKE COMO"
& MUST BE SUBMITTED TO:
1740 MAIN STREET, PO BOX 569, LAKE COMO, NJ 07719**

OFFICE USE ONLY: PAYMENT DATE: _____ AMOUNT: _____

PERMIT NUMBER: _____

VACANT AND ABANDONED PROPERTY REGISTRATION FORM

PARCEL NUMBER: BLOCK _____ LOT _____ QUAL _____

PROPERTY ADDRESS: _____

PROPERTY OWNER'S NAME: _____

APPROXIMATE DATE BECAME VACANT AND ABANDONED, IF APPLICABLE: _____

CHECK IF PROPERTY IS CURRENTLY OCCUPIED (FEE IS WAIVED BUT ANNUAL REGISTRATION IS REQUIRED)

VACANT AND ABANDONED PROPERTY MAINTENANCE

- ENCLOSE AND SECURE THE PROPERTY AGAINST UNAUTHORIZED ENTRY.
- REGULAR WEEKLY INSPECTIONS SHALL BE PERFORMED ON THE PROPERTY TO ASSURE COMPLIANCE WITH THE REQUIREMENTS OF THIS ORDINANCE.
- ALL WEEDS, BUSHES, TREES AND GRASS MUST BE PROPERLY MAINTAINED. ALL TRIMMINGS ARE TO BE REMOVED FROM THE PROPERTY.
- PROPERTY SHALL BE KEPT FREE OF JUNK, TRASH AND DEBRIS, INCLUDING BUT NOT LIMITED TO NEWSPAPERS, FLYERS, CIRCULARS, FURNITURE, APPLIANCES, CONTAINERS, EQUIPMENT, ABANDONED VEHICLES, BOATS, CAMPERS OR AUTOMOBILE PARTS.
- ALL SIDEWALKS AND PUBLIC WAYS SHALL BE MAINTAINED AND SAFE FROM SNOW, ICE, TRIPPING HAZARDS AND ALL OTHER OBSTRUCTIONS.
- IN ADDITION, ALL RETAINING WALLS, FENCES ALLEYS, ATTACHED OR UNATTACHED ACCESSORY STRUCTURES AND DRIVEWAYS SHALL BE MAINTAINED AND STRUCTURALLY SOUND.
- VIOLATIONS MUST BE CORRECTED WITHIN THIRTY (30) DAYS. ALL HAZARDOUS CONDITIONS THAT POSE AN IMMINENT THREAT TO PUBLIC HEALTH & SAFETY MUST BE REMEDIED WITHIN TEN (10) DAYS OF NOTIFICATION.

PENALTIES

Out-of-state creditors and/or their designated representatives for which the municipal court of the Borough of Lake Como finds has violated any provisions of this Ordinance shall be subject to a fine of \$2,500.00 for each day of the violation. Any fines imposed for failure to appoint an in-state representative or designated agent shall commence on the day after the ten (10) day period from the date of service of the summons and complaint.

In-State creditors and/or their designated representatives for which the municipal court of the Borough of Lake Como finds has violated any provisions of this Ordinance shall be subject to a fine of \$1,500.00 for each day of the violation.

Signature: _____ **Date:** _____

Print Name: _____