



Township of Saddle Brook, New Jersey

BUILDING DEPARTMENT

55 Mayhill Street
Saddle Brook, NJ 07663
(201) 843-7111
www.saddlebrooknj.us

PROPERTY FORECLOSURE REGISTRATION FORM

Registration is valid until the end of the calendar year and must be renewed annually by January 1st

Property Location

Property Address: _____ Block: _____ Lot: _____

Creditor/Lending Institution Information

Creditor: _____

Agent of Creditor: _____

Mailing Address: _____

Telephone Number: _____ Email: _____

Person Responsible for Maintaining and Securing Property

Company Name: _____

Representative: _____

Mailing Address: _____

Telephone Number(s): _____

Email Address: _____

***Requirement for Out-of-State Creditors:** All creditors residing or based outside of New Jersey must designate an in-state representative or registered agent. This agent shall be authorized to act on behalf of the foreclosing entity and accept service of process, summonses, and notices of violation.

Foreclosure Action Information

Case Caption: _____

Court (That Summons and Complaint was filed at) _____

Filed Date _____ Case Docket # _____

***Please note that Applicants can also provide a filed copy of the Complaint and Summons in lieu of providing the information above.**

Property Description

Please check all boxes that apply:

- ☐ Overgrown or neglected vegetation
- ☐ Accumulation of newspapers, circulars, flyers, or mail on the property
- ☐ Disconnected gas, electric, or water utility services to the property
- ☐ The accumulation of hazardous, noxious, or unhealthy substances or materials on the property
- ☐ The accumulation of junk, litter, trash, or debris on the property
- ☐ The absence of window treatments, such as blinds, curtains, or shutters
- ☐ The absence of furnishings or personal items
- ☐ Statements of neighbors, delivery persons, or government employees indicating that the property is vacant and abandoned
- ☐ Windows or entrances to the property that are boarded up or closed off, or multiple windowpanes that are damaged, broken, and unrepaired
- ☐ Doors to the property that are smashed through, broken off, unhinged, or continuously locked
- ☐ A risk to the health, safety, or welfare of the public or any adjoining or adjacent property owners due to acts of vandalism, loitering, criminal conduct, or the physical destruction or deterioration of the property
- ☐ An uncorrected violation of a municipal building, housing, or similar code during the preceding year, or an order by municipal authorities declaring the property to be unfit for occupancy and to remain vacant and unoccupied
- ☐ The mortgagee or other authorized party has secured or winterized the property due to the property being deemed vacant and unprotected or in danger of freezing
- ☐ A written statement issued by a mortgagor expressing the clear intent of all mortgagors to abandon the property
- ☐ Any other reasonable indicia of abandonment: _____

Fees

- | | |
|---|------------|
| <input type="checkbox"/> Registration of property where foreclosure proceedings have begun: | \$500.00 |
| <input type="checkbox"/> Additional fee if also vacant and abandoned | \$2,000.00 |
| <input type="checkbox"/> Interest, if late pursuant to <i>N.J.S.A. 54:4-67</i> | \$ _____ |

Certification

I, the undersigned, hereby affirm that I am the owner or authorized agent designated to act on behalf of the owner for the abovementioned property and that all information is true and correct to the best of my knowledge and agree to comply with all of Chapter 51, including but not limited to:

- § 51-36D: If, following the filing of the summons and complaint in foreclosure, there's a change in the name, address, or telephone number for a representative, agent or individual authorized to accept service on behalf of a creditor required to register hereunder, the property registration must be updated within 10 days of such changes.
- § 51-36E: If a registered property becomes vacant and abandoned, after the initial registration, the registration must be updated to reflect this change in status.
- § 51-38A: A creditor filing a summons and complaint in an action to foreclose is responsible for the care, maintenance, security, and upkeep of the exterior of any property that is or becomes vacant and abandoned while registered in the property registration program.
- § 51-38B: The duties and obligations imposed upon creditors pursuant to Subsection A include, but are not limited to, the following:
 1. Compliance with the provisions of Chapter 197, Property Maintenance, of the Code of the Township of Saddle Brook.
 2. Compliance with any and all other applicable provisions of the Township Code.
- § 51-38C: Creditors, or authorized agents, of vacant and abandoned properties registered hereunder must provide the Township with reasonable access thereto for the purpose of conducting interior and exterior inspections to determine compliance with this section. The Township shall provide reasonable notice of such inspections, which will be carried out during regular business hours, or at such other times as circumstances warrant or as agreed to by the parties.

Applicant's Name: _____

Applicant's Signature: _____

Date: _____

FOR OFFICE USE ONLY

Amount Paid: _____ Check No.: _____ Date Received: _____

Upon completion, distribute to: ☐ Borough Clerk ☐ Tax Collector ☐ Zoning Officer

Inspection of the Property done on: _____ by : _____
(Date) (Name)

Determination that property is vacant and abandoned (Pursuant to Section § 51-33 of the Borough's Code)

☐ Yes ☐ No