

PEMBERTON BOROUGH  
50 EGBERT ST.  
PEMBERTON, NJ 08068  
609-894-8222

BONNIE HAINES, MAYOR  
KATHY SMICK RMC/ADM

**BOROUGH OF PEMBERTON**  
**VACANT & ABANDONED RESIDENTIAL PROPERTY**  
**CERTIFICATE OF REGISTRATION FORM**  
**KATHY SMICK CLERK/ADMINISTRATOR**  
[ksmick@pemberton.comcastbiz.net](mailto:ksmick@pemberton.comcastbiz.net)

**Directions:** Complete one (1) registration form per property. Complete the requested information and return to the Borough Clerk/Administrator with fees, and all required attachments.

**Registered Property Information**

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

Pemberton Borough, NJ 08068

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, and 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 from above) \_\_\_\_\_

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

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Authorized Agent (If Applicable)**

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

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

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

Phone #: \_\_\_\_\_ E-mail: \_\_\_\_\_

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

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

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

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

Phone #: \_\_\_\_\_ 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: \$500)

First Renewal Registration (Fee: \$1500)

Second Renewal Registration (Fee: \$3000)

Subsequent Renewal (Fee: \$5000)

Removal – Property is no longer Vacant and Abandoned (Fee: \$0)

**The registration shall be renewed annually by January 1<sup>st</sup> of each year, 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                      Borough Clerk

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

Fees

Proof of Liability Insurance

Copy of the notice detailing your agent/contact # that is to be posted on the vacant and abandoned property.

**Any change in the information contained on this form must be submitted to the Borough Clerk/Administrator with in 30 days of the change. Failure to submit the changes is a violation and the Responsible Party may be subject to fines.**

Please provide payment **payable to Pemberton Borough.**

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

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Borough Clerk/Administrator

\_\_\_\_\_