



Englewood

Code Enforcement

2-10 North Van Brunt St. • Englewood, N.J. 07631 • www.cityofenglewood.org

PROPERTY REGISTRATION FORM

INSTRUCTIONS:

- All properties/buildings in foreclosure, vacant and/or abandoned must be registered with the City of Englewood in accordance with Section 319 (Property Registration) of the Code of the City of Englewood. The copy of the Section 319 is attached at the end of this form for your convenience.
- Please complete this form for each property identified as Vacant and Abandoned property and/or Property in Foreclosure. Each Block and Lot is considered a property and MUST be filed separately.
- This form must be filed with the Department of Building & Code Enforcement.
- The registration and renewals shall be made in accordance with Section 319 of the Code of the City of Englewood.
- The payment shall be submitted in accordance with Section 319 of the Code of the City of Englewood. Please make checks/money orders payable to the "City of Englewood".

☐ Check if this is an Amendment to the Registration information previously submitted.

DATE _____

PROPERTY ADDRESS

Street Address: _____

Block: _____ Lot: _____

Is the above referenced property in foreclosure? ☐ YES ☐ NO

Property type: ☐ Commercial ☐ Residential ☐ Mixed Use ☐ Industrial

If yes, please provide:

- Date the summons and complaint in an action to foreclose on a mortgage was filed: _____
- The court in which it was filed: _____
- Docket number of the filing: _____

PURPOSE OF FORM (Select One)

☐ INITIAL ☐ RENEWAL ☐ STATUS CHANGE

If this is a Status Change, please provide the reason, and attach any relevant documentation:

OCCUPANCY:

☐ Property occupied by mortgagor/ owner ☐ Property occupied by tenant
☐ Property cannot be legally reoccupied ☐ Property unoccupied

TITLE HOLDER INFORMATION

Name: _____

Street Address (P.O. Boxes are not permitted): _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email Address: _____

RESPONSIBLE PARTY INFORMATION

Name: _____

Street Address (P.O. Boxes are not permitted): _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email Address: _____

Is the responsible party a creditor? ☐ YES ☐ NO

Is the responsible party represented by an authorized agent? ☐ YES ☐ NO

If yes, please complete the information for an authorized agent:

Name of Company: _____

Name of Individual: _____

Street Address (P.O. Boxes are not permitted): _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Email Address: _____

DUTIES OF RESPONSIBLE PARTY (§319-4)

Is the subject property enclosed and secured against unauthorized entry? ☐ YES ☐ NO

Is there a sign affixed to the property and visible to the public? ☐ YES ☐ NO

Does the sign contain name, address, and telephone number of the responsible party and/or authorized agent? ☐ YES ☐ NO

LIABILITY INSURANCE (§319-3b(3))

Insurance as required is attached hereto. ☐ YES ☐ NO

CERTIFICATION

I certify that the forgoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to a fine indicated in §319-7(a)(b) under Penalties and Fees, which will be in addition to other fees indicated in §319 of the City of Englewood Code.

Printed Name of Responsible Party or Auth. Agent

Signature of Responsible Party or Auth. Agent

CALCULATION OF FEES

Registration for Vacant and Abandoned Property (§319-3(e)(f)(g))

Annual Fee ☐ \$250.00

First renewal, outstanding property maintenance or code violation ☐ \$500.00

Subsequent renewal, outstanding property maintenance or code violation ☐ \$750.00

Total: _____

Registration for Residential or Commercial Foreclosures (§319-5(f))

Annual Fee, (§319-5(f1)): ☐ \$500.00

If property is vacant or abandoned (§319-5(f2)): ☐ \$2,000.00

Total: _____

CITY OF ENGLEWOOD

ORDINANCE NO. 23-29

AN ORDINANCE OF THE CITY OF ENGLEWOOD, COUNTY OF BERGEN, STATE OF NEW JERSEY TO AMEND CHAPTER 319 PROPERTY REGISTRATION, OF THE GENERAL ORDINANCES OF THE CITY OF ENGLEWOOD

WHEREAS, by Ordinance No. 13-02, the City Council of the City of Englewood adopted on February 16, 2013, an ordinance regulating vacant and abandoned properties within the City; and

WHEREAS, properties in foreclosure proceedings can involve properties that are vacant and abandoned or have an increased risk of becoming vacant and abandoned during the foreclosure proceeding; and

WHEREAS, vacant and abandoned properties in foreclosure create a greater risk of blight and can create a wide range of problems for the communities in which they are located. These problems can include fostering criminal activity, creating public health problems, depressing neighboring property values and reducing revenues for municipalities, and otherwise diminishing the quality of life for residents and business operators in those areas; and

WHEREAS, because of the increased risk of blight created by properties in foreclosure, it is important that the City possess tools to identify such properties, monitor their status, and mitigate the risk that they become vacant and abandoned and, if vacant and abandoned, lead to blight; and

WHEREAS, the State of New Jersey has enacted statutes intended to assist municipalities in addressing such risks, including requiring that municipalities receive notice of the initiation of a foreclosure action in court in connection with residential properties and authorizing a public officer in a municipality to take certain action against properties that have been abandoned for more than six months; and

WHEREAS, in January 2022, Governor Philip D. Murphy signed Assembly Bill A2877 into law (as P.L. 2021 c. 444), which imposes certain requirements on lenders of properties in foreclosure; and

WHEREAS, the City Council finds it necessary to replace Chapter 319 in order to address P.L. 2021, c. 444, including properties in foreclosure, and uniform requirements for municipal vacant and abandoned property registration programs;

NOW THEREFORE, BE IT ORDAINED, by the City Council of the City of Englewood, in the County of Bergen and State of New Jersey, that amendments set forth below are made to the Revised General Ordinances of the City of Englewood CHAPTER 319 PROPERTY REGISTRATION;

Section 1. Chapter 319, entitled, “Property Registration” of the City Code of the City of Englewood is amended as follows:

§319-1 Definitions

The following terms, wherever used herein or referred to in this code, shall have the respective meanings assigned to them unless a different meaning clearly appears from the context:

CREDITOR

A mortgagee or an agent or assignee of a mortgagee, such as the servicer, who has filed a complaint in the Superior Court seeking to foreclose upon a residential or commercial mortgage. If the entity seeking to foreclose upon the residential or commercial mortgage changes as a result of an assignment, transfer, or otherwise after the filing of the foreclosure complaint in the Superior Court, the new entity shall be deemed the creditor for purposes of this section. For purposes of this section, a creditor shall not include the State, a political subdivision of the State, a State, county, or local government entity, or their agent or assignee, such as the servicer.

RESPONSIBLE PARTY

The title holder of a vacant and abandoned property or a creditor responsible for the maintenance of a property.

STREET ADDRESS

An address at which a natural person who is the responsible party or an authorized agent actually resides or actively uses for business purposes, and shall include a street name or rural delivery route.

VACANT AND ABANDONED PROPERTY

Any residential or commercial building which is not legally occupied by a mortgagor or tenant, which is in such condition that it cannot be legally reoccupied, and two or more of the conditions in exist:

- (1) Overgrown or neglected vegetation;
- (2) The accumulation of newspapers, circulars, flyers, or mail on the property;
- (3) Disconnected gas, electric, or water utility services to the property
- (4) The accumulation of hazardous, noxious, or unhealthy substances or materials on the property;
- (5) The accumulation of junk, litter, trash, or debris on the property;
- (6) The absence of window treatments such as blinds, curtains, or shutters;
- (7) The absence of furnishings and personal items;
- (8) Statements of neighbors, delivery persons, or government employees indicating that the property is vacant and abandoned;
- (9) Windows or entrances to the property that are boarded up or closed off, or multiple window panes that are damaged, broken, and unrepaired;

- (10) Doors to the property that are smashed through, broken off, unhinged, or continuously unlocked;
- (11) 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;
- (12) 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;
- (13) 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;
- (14) A written statement issued by a mortgagor expressing the clear intent of all mortgagors to abandon the property; or
- (15) Any other reasonable indicia of abandonment.

§319-2 Property Registration Program

- (a) Purpose. The purpose of this section is to create a City Property Registration Program for the purposes of identifying and monitoring vacant and abandoned residential and commercial properties within the City.
- (b) Responsibilities. The City Property Registration Program shall be responsible for regulating the care, maintenance, security, and upkeep of the exterior of vacant and abandoned residential and commercial on an annual or semi-annual basis.
- (a) Official. The Code Compliance Official, designee or other authorized representative shall be responsible for administration of the City Property Registration Program.

§319-3 Certificate of Registration for Vacant and Abandoned Property

- (a) The responsible party for a vacant and abandoned property shall file a certificate of registration with the Code Compliance Official, designee or other authorized representative of the City within 90 days after the property becomes vacant and abandoned or within 30 days after the responsible party assumes ownership of or responsibility for an already vacant and abandoned property, whichever is later.
- (b) The certificate of registration shall be filed on forms prescribed by the Clerk and shall contain:
 - (1) the name, street address, and telephone number of a natural person who resides or maintains an office within the State 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.
 - (2) the name, street address, and telephone number of the person responsible for maintaining the property, if different; and
 - (3) evidence of any liability insurance.

- (c) A responsible party for a vacant and abandoned property shall file an amended certificate of registration within 30 days after any change in the information required to be included thereon.
- (d) A certificate of registration shall remain valid for one year and shall be renewed on an annual basis if the property remains vacant and abandoned.
- (e) An annual fee of \$250 for a certificate of registration for a vacant and abandoned property shall be paid to the City of Englewood.
- (f) If there is an outstanding property maintenance or code violation on a vacant and abandoned property that remains unabated at the time of renewal, the responsible party shall pay an additional fee of \$500.
- (g) If there is an outstanding property maintenance or code violation on a vacant and abandoned property that remains unabated at the time of a subsequent renewal, the responsible party shall pay an additional fee of \$750.

§319-4 Duties of Responsible Party

- (a) Forty-five (45) days after the City notifies the Responsible Party that the property is vacant and abandoned and until the property is reoccupied, the Responsible Party for a vacant and abandoned property, shall:
 - (1) Enclose and secure the property against unauthorized entry;
 - (2) Post a sign affixed to the inside of the property and visible to the 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 maintaining the property if different.
 - (3) Acquire and otherwise maintain liability insurance by procuring a vacancy policy, covering any damage to any person or any property caused by any physical condition of the property.
- (b) This section shall not be construed to diminish any property maintenance responsibilities of property owners who are not subject to the provisions of the section.

§319-5 Residential or Commercial Foreclosures

- (a) The Creditor filing a summons and complaint in an action to foreclose shall, in addition to the notice provided to the municipality pursuant to N.J.S.A. 46:10B-51 register the residential or commercial property with the City's Property Registration Program as a property in foreclosure.

(b) Registration as a Property in Foreclosure. The Creditor must provide the municipality with:

1. The information pursuant to §319-3;
2. The date the summons and complaint in an action to foreclose on a mortgage was filed against the subject property, the court in which it was filed, and the docket number of the filing; and
3. Identify whether the property is vacant and abandoned in accordance with the definition in §319-1; and
4. If there is any 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 pursuant to the property registration program following the filing of the summons and complaint, the creditor shall update the property registration program within 10 days of the change in that information; and
5. If there is any change in the property's status, update the property registration with City's Property Registration Program to reflect the change; and
6. If the creditor is located out-of-State, the information of an in-State representative or agent to act for the foreclosing creditor.

(c) The creditor filing a summons and complaint in an action to foreclose shall be responsible for the care, maintenance, security, and upkeep of the exterior of the property if the property is vacant and abandoned at any time while the property is registered with the property registration program.

(d) A foreclosed property is considered vacant and abandoned if it meets the definition of §319-1.

(e) In the case of a violation for failure to provide care, maintenance, security, and upkeep of the exterior of vacant and abandoned property, such notice shall require the person or entity to correct the violation within 30 days of receipt of the notice, or within 10 days of receipt of the notice if the violation presents an imminent threat to public health and safety.

(f) Fees. The creditor will pay an annual registration fee of:

1. \$500 per property annually for any property that is required to be registered because a summons and complaint in an action to foreclose was filed by the creditor.
2. an additional \$2,000 per property annually if the property is vacant or

abandoned when the summons and complaint in an action to foreclose is filed, or becomes vacant and abandoned pursuant to the definition in the ordinance at any time thereafter while the property is in foreclosure.

3. The registration fee shall be due annually
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- (g) Any fines imposed pursuant to this section shall commence 31 days following receipt of the notice of violation, except if the violation presents an imminent risk to public health and safety, in which case any fines shall commence 11 days following receipt of the notice.
 - (h) Penalties for Out of State Creditors. An out-of-State creditor who fails appoint an in-State representative or agent after the 10th day of the period set forth in N.J.S.A. 46:10B-51 shall be subject to a fine of \$2,500 for each day of the violation.
 - (i) 20% of the of any money collected pursuant this section shall be utilized by the municipality for code enforcement purposes.

§319-6 Provisions Only Applicable Commercial Properties

- (a) For the purposes of this section only, "creditor" means a State chartered bank, savings bank, savings and loan association or credit union, any person required to be licensed under the provisions of the "New Jersey Residential Mortgage Lending Act," N.J.S.A.17:11C-51 through N.J.S.A.17:11C-89, and any entity acting on behalf of the creditor named in the debt obligation including, but not limited to, servicers. For purposes of this section, a creditor shall not include the State, a political subdivision of the State, or a State, county, or local government entity, or their agent or assignee, such as the servicer.
- (b) A creditor serving a summons and complaint in an action to foreclose on a mortgage on commercial property shall, within 10 days of serving the summons and complaint, notify the Municipal Clerk and the City Manager that a summons and complaint in an action to foreclose on a mortgage has been filed against the subject property.
- (c) The notice shall contain the full name, address, and telephone number for the representative of the creditor who is responsible for receiving complaints of property maintenance and code violations and the full name and contact information for any person or entity retained by the creditor or a representative of the creditor to be responsible for any care, maintenance, security, or upkeep of the property.
- (d) The notice may contain information about more than one property, and shall be provided by mail and electronic mail communication.
- (e) The City Clerk shall forward a copy of the notice to the Code Enforcement Officer

or shall otherwise provide it to any other local official responsible for administration of any property maintenance or public nuisance code.

- (f) The notice shall also include the street address, lot, and block number of the property.
- (g) If there is any 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 be provided in a notice pursuant to this paragraph following the filing of the summons and complaint, the creditor shall provide a notice to the applicable municipal clerk containing the updated name, address, or telephone number within 10 days of the change in that information.
- (h) If the owner of a commercial property vacates or abandons any property on which a foreclosure proceeding has been initiated or if a commercial property becomes vacant at any point subsequent to the creditor's filing the summons and complaint in an action to foreclose on a mortgage against the subject property, but prior to vesting of title in the creditor or any other third party, and the exterior of the property is found to be a nuisance or in violation of any applicable State or local code, Code Enforcement Officer or shall otherwise provide it to any other local official responsible for administration of any property maintenance or public nuisance code shall notify the creditor or the representative or agent.
- (i) The municipality shall include a description of the conditions that gave rise to the violation with the notice of violation and shall provide a period of not less than 30 days from the creditor's receipt of the notice for the creditor to remedy the violation.
- (j) If the creditor fails to remedy the violation within that time period, the municipality may impose penalties allowed for the violation of municipal ordinances.
- (k) If the municipality expends public funds in order to abate a nuisance or correct a violation on a commercial property in situations in which the creditor was given notice pursuant to the provisions of subsection (h) of this section but failed to abate the nuisance or correct the violation as directed, the municipality shall have the same recourse against the creditor as it would have against the title owner of the property, including but not limited to the recourse provided under N.J.S.A.55:19-100.

§319-7 Penalties and Fees

- (a) A responsible party that violates any provision of this section or any ordinance adopted pursuant hereto, shall be liable to a penalty of not less than \$500 and not more than \$1,000; may continue to be imposed and collected.
- (b) Each day that a violation continues shall constitute an additional, separate, and distinct offense.

Section 2. If any article, section, subsection, sentence, clause or phrase of this Ordinance is, for any reason, held to be unconstitutional or invalid, such decision shall not affect the remaining portions of this Ordinance and they shall remain in full force and effect.

Section 3. In the event of any inconsistencies between the provisions of this Ordinance and any prior ordinance of the City of Englewood, the provisions hereof shall be determined to govern. All other parts, portions and provisions of the Revised General Ordinances of the City of Englewood are hereby ratified and confirmed, except where inconsistent with the terms hereof.

Section 4. If any section, subsection, clause or phrase of this Ordinance is for any reason held to be unconstitutional or invalid by any court of competent jurisdiction, such decision shall not affect the remaining portion of this ordinance.

Section 5. This Ordinance may be renumbered for purposes of codification.