



BOROUGH OF ANDOVER

137 Main Street

Andover, New Jersey 07821

973-786-6688 – office 973-786-7231 – fax

www.andoverboroughnj.org

VACANT/ABANDONED PROPERTY REGISTRATION FORM

The Borough of Andover requires owners of Vacant and Abandoned Properties to register with our Zoning Enforcement Department and comply with the “Registration and Maintenance of Vacant and Abandoned Residential Properties”.

IF the property is NOT subject to an action of foreclosure:

Effective July 10, 2017, Section 104-14.2 of the Andover Borough Code requires the owner of any vacant and abandoned property to register within thirty (30) days after the building becomes vacant and abandoned or within thirty (30) days after assuming ownership of a vacant and abandoned property. The registration shall remain valid for one (1) year from the date of registration except for the initial registration, which shall be valid through December 31st of the year in which it was filed. The annual renewal shall be completed by January 1st of each year the property remains vacant and abandoned.

Initial Registration Fee \$500.00 - 1st Annual Renewal Fee \$1,500.00
2nd Annual Renewal Fee \$3,000.00 - Subsequent Annual Renewal Fee \$5,000.00

IF the property IS subject to an action of foreclosure:

Effective March 13, 2023, Section 104-15 of the Andover Borough Code requires a creditor, in addition to the notice provided to the Borough of Andover pursuant to section 17 of N.J.S.A 46:10B-51 or section 2 of N.J.S.A. 40:48-2.12s2, register the residential or commercial property with the municipality's property registration program as a property in foreclosure within thirty (30) days after assuming responsibility. The creditor shall, if the registered property becomes vacant and abandoned, update the property registration with the Borough within 10 days to reflect the change in the property's status and submit fee. The creditor 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 Borough and shall comply with the duties applicable to owners of vacant and abandoned property as set forth in Section 104-14(C). A creditor located out-of-State shall be responsible for appointing an in-State representative or agent to act for the foreclosing creditor. The creditor shall be responsible for the care, maintenance, security, and upkeep of the exterior of the property, and post a sign affixed to the inside of the property and visible to the public indicating the name, address, and telephone number of the creditor or representative. The registration shall remain valid for one (1) year from the date of registration except for the initial registration, which shall be valid through December 31st of the year in which it was filed. The annual renewal shall be completed by January 1st of each year.

Initial Registration Fee \$500.00

***Plus, an additional \$2000**

***if property is determined to be vacant and abandoned at any time during the pendency of the mortgage foreclosure action**

- The owner or creditor shall notify the Municipal Clerk within thirty (30) days of any change in the registration information by filing an amended registration statement on a form provided by the Municipal Clerk for such purpose.
- The registration statement shall be deemed prima facie proof of the statement therein contained in any administrative enforcement proceeding or court proceeding instituted by the Borough against the Owner/Creditor.
- The owner/creditor shall be required to renew the registration annually as long as the property remains vacant, in foreclosure or both



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Date: _____ **Registration Type:**
 VPR: Initial: _____ Renewal: 2nd: _____ 3rd: _____ Sub: _____
 Foreclosure: Initial: _____ VPR: _____ Year: _____

Block: _____ Lot: _____
 PROPERTY ADDRESS: _____

Name & Address of Property Owner: _____
 Phone Number: _____ Email: _____

Name & Address of Creditor: _____
 Phone Number: _____ Email: _____

Name & Address of Responsible Party (if different from above and must be an in-State representative):
 Name: _____
 Address: _____
 Email: _____
 Phone #: _____ (must be accessible 24 hours a day-7 days a week)

Signature: _____ Print Name: _____

Office Use Only:

VPR:	Foreclosed:	
Initial Registration: _____	Initial Registration: _____	Fee Paid: _____
1 st Annual Renewal: _____	Foreclosure Action: _____	Collected by: _____
2 nd Annual Renewal: _____	Year: _____	Date: _____
Subsequent Annual Renewal: _____		

Commented [BB1]: