

BERKELEY TOWNSHIP

MUNICIPAL CLERK'S OFFICE

PO Box B, 627 Pinewald-Keswick Road, Bayville NJ 08721

PHONE: 732-244-7443

Email: gnapolitano@berkeleypolice.org & registrar@berkeleypolice.org

PROPERTY REGISTRATION FORM

INSTRUCTIONS:

Please make checks payable to *Berkeley Township*.

The property will need to be renewed within 10 days of expiration of the previous registration, if still considered vacant in accordance with Ordinance 2022-30-OAB.

FEE SCHEDULE:

Annual Registration: \$500

Additional Fee if Vacant/Abandon: \$2,000

Late Fees: 10% of registration fee for every 30 days the property is not registered.

PURPOSE OF THIS FORM (Select One):

Initial

Vacant/Abandoned

Renewal Status

Property Information:

Property Address: _____

City/State/Zip: _____

Block: _____ Lot: _____

Owner or Mortgage Company Contact Information:

Company Name: _____ Name of Representative: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

CERTIFICATION:

I, _____ hereby request to register the property/building listed above and acknowledge that the information above is complete and accurate. In accordance with Ordinance 2022-30-OAB of Berkeley Township, I agree to notify the Township of Berkeley immediately of any changes in or with the building(s) registered. I certify that the foregoing statements made by me are true.

Applicant's Name (Printed)

Date

Applicant's Signature

**The Township will not remove the property until a Certificate of Compliance has been submitted for the above referenced Property pursuant to § 12-3.5 *Certificates of Compliance*.
[1974 Code § 59-5; Ord. No. 35-82; Ord. No. 12-83; Ord. No. 90-17; Ord. 01-18-OAB § 1; Ord. No. 06-06-OAB § 1; Ord. No. 07-23-OAB § 1; Ord. No. 2013-04-OAB; Ord. No. 2017-32-OAB]**

a. No single-family dwelling or individual unit of a multifamily dwelling, whether sold or rented, shall be occupied by the vendee, tenant, or lessee, as the case may be, until a certification of compliance approval has been obtained from the Code Enforcement Officer or his agent, stating that the unit, dwelling or building so described therein complies with the requirements of this section and the Property Maintenance Code. The initial inspection fee shall be \$ 55, any subsequent reinspection shall cost \$25 per inspection, and any transfer of title shall be \$45. An additional fee of \$40 shall be charged for smoke detector certificates required for sales and resales.

[Amended 4-27-2020 by Ord. No. 20-18-OAB]