CITY OF VINELAND
WHERE IT'S ALWAYS GROWING SEASON

CITY OF VINELAND
640 EAST WOOD ST
VINELAND, NJ 08360
CODEENFORCEMENT@VINELANDCITY.ORG

EFFECTIVE 1/16/18

Property Address_____ Block_____ Lot_____

**If a property meets the criteria of Vacant, Abandoned or Nuisance Property then it must register as a Vacant Property regardless of whether or not there is an active foreclosure pending. If the property is already registered as a Foreclosure Property and then later meets the criteria of a Vacant, Abandoned or Nuisance Property then the Foreclosure Registration must be de-registered and a new registration must be completed for a Vacant Property. Additional information may be requested to support this completed worksheet.

FORECLOSURE PROPERTY REGISTRATION WORKSHEET

1. Does this property have an active Summons and Complaint in an action to foreclose filed with the Superior Court of New Jersey or an active Lis Pendens filed with the Cumberland County Clerk?

☐ Yes. STOP. This property is required to register as a Foreclosure Property unless it meets the criteria of Vacant, Abandoned or Nuisance Property. Continue to Vacant Property Registration Worksheet. (If this property does not meet the criteria of Vacant, Abandoned or Nuisance Property see Registering a Foreclosure Property).

☐ No. STOP. This property is not required to register as a Foreclosure Property. Continue to Vacant Property Registration Worksheet.

REGISTERING A FORECLOSURE PROPERTY

- The creditor(s), lienholder(s), mortgage holder(s) and/or mortgagee(s) (collectively "creditor") are required to register a Foreclosure Property.
- The registration date is the date the Summons and Complaint was filed with the Superior Court of New Jersey or the date the Lis Pendens was filed with the Cumberland County Clerk, whichever comes first.
- Registrations are required to renew annually from the registration date as long as there is a foreclosure action pending on the property.
- Registration fee is $200 per property.
- Creditor must notify the Vineland Municipal Clerk within 10 days of serving the Summons and Complaint or filing of the Lis Pendens, whichever comes first.
- Creditor must register the property with the City of Vineland Public Officer within 10 days of serving the Summons and Complaint of filing of the Lis Pendens, whichever comes first.
- Creditor must provide the City of Vineland Municipal Clerk within 30 days of serving a Summons and Complaint or filing of the Lis Pendens, whichever comes first, a list of all residential properties in the City of Vineland for which the Creditor has foreclosure action pending.
- Failure to file a registration statement in time, failure to provide current and correct information on the registration statement, or failure to comply with any portion of Chapter 530 City of Vineland Ordinance will be subject to the violations and penalties as described in §530-14 and shall become a lien on the property.

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VACANT PROPERTY REGISTRATION WORKSHEET

1. Is this property legally occupied?
☐ Yes. This property is not required to register as a vacant property. Continue to Abandoned Property Registration Worksheet.
☐ No. Continue to question 2.

2. Does this property have a valid and current Continued Certificate of Occupancy or an unexpired Certificate of Transfer of Title?
☐ Yes. This property is not required to register as a vacant property. Continue to Abandoned Property Registration Worksheet.
☐ No. Continue to question 3.

3. Is this property currently being marketed for sale or rental **and** are all building systems in working order (Water, Sewer, Heat, Electric)?
☐ Yes. This property is not required to register as a vacant property. Continue to Abandoned Property Registration Worksheet.
☐ No. Continue to question 4.

4. Is this property currently under lawful construction or rehab?
☐ Yes. This property is not required to register as a vacant property. Continue to Abandoned Property Registration Worksheet.
☐ No. STOP. This property is required to register as a vacant property (see Registering a Vacant, Abandoned or Nuisance Property).

ABANDONED PROPERTY REGISTRATION WORKSHEET

1. Was this property legally occupied within the last six months?
☐ Yes. This property is not required to register as an abandoned property. Continue to Nuisance Property Registration Worksheet.
☐ No. Continue to question 2.

2. Is the property in need of rehabilitation in the reasonable judgment of the Public Officer and no Certificate of Transfer of Title has been issued or extended?
☐ Yes. STOP. This property is required to register as an abandoned property (see Registering a Vacant, Abandoned or Nuisance Property).
☐ No. Continue to question 3.

3. Has construction been discontinued on this property prior to completion leaving this property unsuitable for occupancy **and** no construction has taken place during the six months after the discontinuation or construction?
☐ Yes. STOP. This property is required to register as an abandoned property (see Registering a Vacant, Abandoned or Nuisance Property).
☐ No. Continue to question 4.

4. Is there an installment(s) of property tax that remains unpaid and delinquent on this property?
☐ Yes. STOP. This property is required to register as an abandoned property (see Registering a Vacant, Abandoned or Nuisance Property).
☐ No. STOP. This property is not required to register as an abandoned property. Continue to Nuisance Property Registration Worksheet.

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NUISANCE PROPERTY REGISTRATION WORKSHEET

1. Has this property been found to be unfit for human habitation, occupancy or use pursuant to N.J.S.A. 40:48-2.3?

☐ Yes. STOP. This property is required to register as a nuisance property (see Registering a Vacant, Abandoned or Nuisance Property).

☐ No. Continue to question 2.

2. Does the condition and vacancy of this property materially increase the risk of fire to this property and/or adjacent properties?

☐ Yes. STOP. This property is required to register as a nuisance property (see Registering a Vacant, Abandoned or Nuisance Property).

☐ No. Continue to question 3.

3. Is this property subject to unauthorized entry, leading to potential health and safety hazards (The owner has failed to take reasonable and necessary measures to secure the property or the City of Vineland had secured the property in order to prevent such hazards after the owner has failed to do so)?

☐ Yes. STOP. This property is required to register as a nuisance property (see Registering a Vacant, Abandoned or Nuisance Property).

☐ No. Continue to question 4.

4. Does this property have a presence of vermin or the accumulation of debris, uncut vegetation or physical deterioration of the structure or grounds that has created potential health and safety hazards and the owner has failed to take reasonable and necessary measures to remove the hazards?

☐ Yes. STOP. This property is required to register as a nuisance property (see Registering a Vacant, Abandoned or Nuisance Property).

☐ No. Continue to question 5.

5. Does the dilapidated appearance or other condition of this property materially affect the welfare, including the economic welfare, or the residents of the area in close proximity to this property and the owners have failed to take reasonable and necessary measures to remedy the conditions?

☐ Yes. STOP. This property is required to register as a nuisance property (see Registering a Vacant, Abandoned or Nuisance Property).

☐ No. STOP. This property is not required to register as a nuisance property.

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REGISTERING A VACANT, ABANDONED OR NUISANCE PROPERTY

- The owner(s) are required to register a Vacant, Abandoned or Nuisance property.
- The registration date is the date the property became vacant, abandoned or a nuisance.
- Registrations are required to renew annually from the registration date as long as the property remains vacant, abandoned or a nuisance.
- Initial registration is $500, 1st renewal is $1,500, 2nd renewal is $3,000 and 3rd and subsequent renewals are $5,000 for each property.
- The owner must register the property within 30 days after the property becomes vacant, abandoned or a nuisance or within 30 days of assuming a vacant, abandoned or nuisance property, whichever is later.
- Failure to file a registration statement in time, failure to provide current and correct information on the registration statement, or failure to comply with any portion of Chapter 530 City of Vineland Ordinance will be subject to the violations and penalties as described in §530-14 and shall become a lien on the property.