

**Borough of Hamburg**  
**Abandoned and Vacant Property Registration Form**

Pursuant to Borough of Hamburg Ordinance Chapter 156, entitled Vacant Residential and Non-Residential Premises and Buildings Pending Foreclosure, the owner of any vacant property, as defined therein, shall within thirty (30) days after the building becomes a vacant property or within thirty (30) days of assuming ownership of a vacant property, whichever is later, file a registration statement for each such vacant property with the Borough Clerk.

This registration shall remain valid until the end of the calendar year. Registration is required annually, no later than January 31 as long as the building remains vacant property. Registration fee increases each year.

**Registration/Renewal Fee:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Qualifier** \_\_\_\_\_

**Name of Owner:** \_\_\_\_\_

**Owner Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Owner Signature** \_\_\_\_\_

**Hereby designating an authorized agent and emergency contact for the above referenced property.**

**Designated Authorized Agent** – an individual authorized to receive notices of code violations and to receive process in any court proceeding or administrative enforcement proceeding, on behalf of such owner or owners in connection with the enforcement of any applicable code. Must be 21 years or older.

**Name of Agent:** \_\_\_\_\_

**Agent Address:** \_\_\_\_\_

**City :** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**24 Hour Emergency Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Submit Form to: Doreen Schott, Borough Clerk  
Borough of Hamburg  
16 Walkkill Ave.  
Hamburg, NJ 07419

- Renewal Fees:
- \$1000 – Initial Registration (Pro-Rated \$83/month)
  - \$2000 – 1<sup>st</sup> Annual Renewal
  - \$3000 – 2<sup>nd</sup> Annual Renewal

Questions concerning this form or payment may be directed to the Hamburg Zoning Officer at 973.827.9230 Ext. 4015 or via e-mail to [Zoning@hamburgnj.org](mailto:Zoning@hamburgnj.org).