



Lori DiBella, RMC  
Borough Clerk

# BOROUGH OF HAWTHORNE

Passaic County, New Jersey

Office of the Borough Clerk  
445 Lafayette Avenue, Suite 102  
Hawthorne, New Jersey 07506  
973.427.1167 (P) ~ 973.427.2320 (F)  
[www.hawthornenj.org](http://www.hawthornenj.org)



Vanessa L. Nienhouse  
Deputy Borough Clerk

## VACANT OR ABANDONED PROPERTY REGISTRATION FORM

This form is to be completed and delivered (with appropriate fees) to the Borough Clerk of Hawthorne for all vacant OR abandoned property in accordance with the Code of the Borough of Hawthorne, § 370-1 et. seq. All registration forms expire on December 31<sup>st</sup> of the year of filing. A renewal form must be filed before January 1<sup>st</sup> of the next year. The initial registration fee shall be pro-rated for registration statements received less than 10 months prior to that date. Any change in registration must be reported to the Borough Clerk's Office within 30 days. Any person failing to file this form or providing false information shall be subject to penalty as provided by Ordinance. Annual fees are as follows:

Initial Registration	\$500 Jan- April 1, April 1 – July 1 \$375, July 1 til Oct 1 \$250 Oct 1-Jan \$125
First Renewal	\$1,500
Second Renewal	\$2,500
Third and Subsequent Renewals	\$3,000

1. Property Address: \_\_\_\_\_

2. Block \_\_\_\_\_ Lot \_\_\_\_\_

3. Ownership Information:

a. Name(s) of Owner: \_\_\_\_\_

b. Name of Authorized Agent (may be the same) \_\_\_\_\_

c. Address of Authorized Agent: \_\_\_\_\_

d. Telephone Number of Authorized Agent: \_\_\_\_\_

e. Email of Authorized Agent: \_\_\_\_\_

Note: An Authorized Agent must be designated, must reside in the State of New Jersey, and must be responsible for maintenance of the property 24 hours per day, 7 days per week.

4. Has a creditor filed a registration form in a foreclosure action with the Borough Clerk of the Borough of Hawthorne: Yes \_\_\_\_\_ No \_\_\_\_\_

5. Date Property Became Vacant or Abandoned: \_\_\_\_\_

---

FOR OFFICIAL USE ONLY:

Date Received: \_\_\_\_\_ Fee Paid: \$ \_\_\_\_\_