

## **VACANT PROPERTY REGISTRATION INSTRUCTIONS**

Please fill out the Vacant Property Statement Form for any property that meets the criteria of the Borough of Audubon Code, Section 105-112. This includes any property where a motion of foreclosure complaint has been filed.

Registration is valid for one year from the date of registration and should be renewed in January of each year.

The Vacant Property Statement Form should be sent along with payment to the attention of Dawn Coleman, 606 W. Nicholson Road, Audubon, NJ 08106.

The Fee Schedule is as follows:

1. The initial registration fee is \$250
2. The annual registration fee is \$500
3. Any subsequent renewal that has outstanding property maintenance or code violations is \$750.
4. An additional fee of \$2,000 annually for any property that is vacant or abandoned when the summons and complaint in an action to foreclose is filed.

Jim Rossell, Zoning Officer

Email – [j.rossell@audubonnj.com](mailto:j.rossell@audubonnj.com)

Phone – (856) 547-0711 (X149)

Dawn Coleman, Administrative Assistant

Email – [d.coleman@audubonnj.com](mailto:d.coleman@audubonnj.com)

Phone – (856) 547-0711 (X117)