



TOWNSHIP OF HOWELL

Real Property Mortgage Registration: Requirements

Maintenance Requirements

Responsible persons (beneficiaries/trustees) will inspect their property and remove all weeds, dry brush, dead vegetation, trash, junk, debris, building materials, furniture, clothing, large and small appliances and shall take any other action necessary to prevent giving the appearance that the property is abandoned, including but not limited to the following:

- A. The property shall be kept free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure.
- B. Permitted landscaping includes, but is not limited to, grass, ground cover, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation.
- C. Permitted landscaping does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, indoor/outdoor carpet or any similar material.
- D. Required maintenance includes but is not limited to regular watering, irrigation, cutting, pruning and mowing of required landscape and removal of all trimmings.
- E. Pools and spas shall be kept in working orders so that water remains clear and free of pollutants and debris or drained and kept dry. In either case properties with pools and/or spas must comply with the minimum security fencing requirements of the State of New Jersey.

Security Requirements

Additionally, responsible persons (beneficiaries/trustees) will secure their registered property in a manner which prevents access by unauthorized persons. Doors, windows and gates will be closed and locked. In the case of broken windows, doors or gates, securing means the replacement or boarding of the window, door or gate. In securing the property the following requirements must be met:

- A. A local property manager will be hired to perform weekly/bi-weekly inspections (see Howell Township Code Chapter 237-7 (c) & 237-7 (f) for details) to verify that the requirements of Howell Township Code Chapter 237, and any other applicable laws, are being met.
- B. The registered property will be posted with the name and 24 hours contact telephone number of the local property manager (Howell Township Code, Chapter 237-7 (d)). The posting shall be no less than 18 inches by 24 inches and shall be of a font that is legible from a distance of 45 feet and shall contain, along with the local property manager's name and 24 hour contact telephone number, the words "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERNS CALL". This posting shall be placed on the interior of a window facing the street to the front of the property so it is visible from the street or, if no such areas exists, on a stake of sufficient size to support the posting in a location that is visible from the street to the front of the property but not readily accessible to vandals. Exterior posting must be constructed of and printed with weather resistant materials (Howell Township Code, Chapter 237-7 (e)).

Inspection and Reporting

The local property manager is required to inspect the registered abandoned property on either a weekly or bi-weekly basis (Howell Township Code Chapter 237-7). The Township of Howell requires that these inspections be documented and forwarded in a comprehensive report. The inspection and reporting requirements are outlined as follows:

- A. 237-7 (c) Summary: If a property becomes abandoned a local property manager must be assigned to bring the property into compliance with Township code. It is required that the local property manager perform weekly inspections to verify the progress of the rehabilitation efforts. In other words, weekly inspection is required if the property is not code compliant. Weekly inspections are required until the property meets the standards as outlined by Township code. (See section 237-7 (f) for inspection requirements of code compliant properties)
- B. 237-7 (f) Summary: The local property manager shall inspect the property on a bi-weekly basis to ensure compliance with Township code. (See section 237-7 (c) for inspection requirements of noncompliant properties)
- C. The property manager shall provide a copy of inspection reports to the Township. Typically, these reports will be required on a monthly basis unless circumstance provides otherwise, i.e., the abandoned property is not code compliant. If this is the case, more frequent inspections are required and inspection reports may be requested by the Township more often to verify the property manager's inspection frequency.

Additional Authority

In addition to the enforcement remedies established in Howell Township Code Chapter 237, the Code Enforcement Officer, Director of Community Development, Howell Township Police or other designee, or other authorized representative shall have the authority to require the responsible persons for any property affected by this section to implement additional maintenance and/or security measures including, but not limited to, increasing on-site inspection frequency, employment of an on-site security guard, disconnecting utilities and removing the meter boxes, or other measures as may be reasonably required to arrest the decline of the property and prevent unauthorized entry (Howell Township Code, Chapter 237-8).



TOWNSHIP OF HOWELL
REAL PROPERTY MORTGAGE REGISTRATION FORM

Please fill out the information requested below and deliver to the Township of Howell:
 Attn: Community Development, 4567 Route 9 North, Howell NJ, 07731.
 Initial Registration fee is \$250.00; 1st Renewal \$500.00; 2nd Renewal \$700.00; Subsequent Renewals \$1,000.00

<u>PROPERTY INFORMATION</u>	
Registered Address:	
Parcel Number:	Notice of Default Recordation No. (Please attach copy to this form) OR Deed of Trust OR Deed in Lieu of Foreclosure/Sale
Verify the Status of the Following Utility Services: (Please Circle)	
Electricity: On Off	Water: On Off
	Gas: On Off
<u>LENDER/BANK</u>	
Lender/Bank Name:	
Mailing Address:	
Agent of Contact:	Contact Phone #:
Email Address:	
<u>PROPERTY MANAGER</u>	
Company Name:	
Mailing Address:	
Agent of Contact:	24 Hour Contact Phone #:
Email Address:	
<u>LOCAL PROPERTY MANAGER</u>	
Company Name:	
Mailing Address:	
Agent of Contact:	Contact Phone #:
Email Address:	

This registration shall be valid for one year from date of registration. In conjunction with this registration, a private inspection by the bank/lender or property management company is required. The inspection to verify compliance must be indicated below. An inspection by the Township of Howell Code Enforcement Department will also be conducted to verify compliance.

Inspection Completed Per Howell Township Code Chapter 237: Yes _____ No _____

Submitted By: Print Name: _____ Date: _____

Please initial next to each requirement to indicate that you have read and understand the features of Howell Township Code Chapter 237.

_____ The property shall be kept free of graffiti, tagging or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior of the structure. (237-6 (b))

_____ Permitted landscaping includes, but is not limited to, grass, ground cover, bushes, shrubs, hedges or similar plantings, decorative rock or bark or artificial turf/sod designed specifically for residential installation. (237-6 (b))

_____ Permitted landscaping does not include weeds, gravel, broken concrete, asphalt, decomposed granite, plastic sheeting, indoor/outdoor carpet or any similar material. (237-6 (b))

_____ Required maintenance includes but is not limited to regular watering, irrigation, cutting, pruning and mowing of required landscape and removal of all trimmings. (237-6 (c))

_____ Pools and spas shall be kept in working orders so that water remains clear and free of pollutants and debris or drained and kept dry. In either case properties with pools and/or spas must comply with the minimum security fencing requirements of the State of New Jersey. (237-6 (d))

_____ A local property manager will be hired to perform weekly/bi-weekly inspections to verify that the requirements of this chapter, and any other applicable laws, are being met. (237-7 (c) & 237-7 (f))

_____ The registered property will be posted with the name and 24 hour contact phone number of the local property manager. The posting shall be no less than 18 inches by 24 inches and shall be of a font that is legible from a distance of 45 feet and shall contain along with the name and 24 hour contact number the words "THIS PROPERTY MANAGED BY" and "TO REPORT PROBLEMS OR CONCERS CALL". (237-7 (d))

An initial registration fee of \$250.00 must accompany this form. Thereafter, the renewal fees are set forth in Chapter 139-55. The fee and registration shall be valid for one year from the date of registration. Subsequent registrations and fees are due annually, on the anniversary date of initial registration. Please complete this form and mail along with a check in the amount of \$250.00 payable to the "**Township of Howell**" and mail to attn.: Community Development; Township of Howell, 4567 Route 9 North, Howell NJ, 07731.

By my signature below, I certify that I am the mortgagor, mortgagee, owner, trustee or responsible party of the aforementioned property and that the above information is true and correct to the best of my knowledge. I agree to promptly advise the Township of Howell Code Compliance Officer should any information change from that which was originally submitted on this form. I understand that erroneous, misleading or false information as well as any willful misstatement of material fact may be grounds for fines, liens, and/or enforcement penalties placed on the property.

(Signature)

(Date)