

**TOWNSHIP OF WEST MILFORD  
FORECLOSURE MORTGAGE PROPERTY REGISTRATION**

1480 UNION VALLEY ROAD, WEST MILFORD, NJ 07480  
973-728-7000 973-728-2704 FAX



**Date:** \_\_\_\_\_

**Directions:** Complete one (1) registration form per property and return to the Township Clerk with fees. Annual Registration shall mean twelve (12) months from the date of the first action that requires registration, as determined by the Township, or its designee, and every subsequent twelve (12) months the property is Registrable. The date of the initial registration may be different than the date of the first action that required registration.

REGISTERED PROPERTY INFORMATION ALL INFORMATION MUST BE COMPLETED WHETHER PROPERTY IS OCCUPIED OR VACANT		
Name of Mortgagee _____	Mailing Address _____	
Email _____	Telephone # _____	
Name of Property MANAGER _____		
Property MANAGER Address _____		
City _____	State _____	Zip _____
Property MANAGER Email _____		Telephone _____
<b>Mortgagee Property Information</b>		
Registered Property Address: _____	Block: _____	Lot: _____
Non--Refundable REGISTRATION FEES:		
FORECLOSURE OCCUPIED PROPERTY	<input type="checkbox"/>	\$500.00
FORECLOSURE VACANT PROPERTY FEE	<input type="checkbox"/>	\$2,000.00
INDICATE EXEMPT STATUS	<input type="checkbox"/>	Proof of Exemption Must be Submitted with Registration
Subsequent non-refundable Annual Registrations of properties and fees are due within ten (10) days of the expiration of the previous registration. A late fee equivalent to ten (10%) of the Annual Registration fee shall be charged for every thirty-day period (30) or portion thereof, the property is not registered and shall be due and payable with the registration.		
<b>INSPECTION BY DESIGNEE UPON FORECLOSURE ACTION</b>		
Has an inspection of the property upon the filing of a Foreclosure Action or any evidence of an existing foreclosure action or lien holder that has obtained ownership of the real property by the Mortgagee. <span style="float: right;"><input type="checkbox"/> <b>Yes</b></span>		
Any Property that remains in Foreclosure shall be inspected every thirty (30) days by the Mortgagee or Designee. If inspection shows a change in the property's occupancy status, Mortgagee shall, within ten (10) days of that inspection, update the occupancy status of the property registration.		
Within ten (10) days of the date any Mortgagee files a Foreclosure Action, the Mortgagee shall register the Property with the Township Clerk and at the time of registration, indicate whether the property is <b>VACANT</b> , and if so shall designate in writing a Property Manager to inspect, maintain and secure the Property subject to the mortgage in foreclosure when legally possible.		
<b>SOLD OR TRANSFERRED Mortgage and/or Servicing on a Property</b>		
Within ten (10) days of the transfer, the new Mortgagee shall register the property or update the existing registration. Previous Mortgagee(s) will not be released from the responsibility of paying all previous unpaid fees, fines and penalties accrued during that Mortgagee's involvement with the Registrable Property.		
Please CHECK BOX: <span style="float: right;"><b>Please make payment payable to Township of West Milford</b></span>		
<input type="checkbox"/> Foreclosure Occupied Registration Fee: \$500.00		
<input type="checkbox"/> Foreclosure Vacant Property Registration Fee \$2,000.00		
<input type="checkbox"/> Amendment to Registration _____		
<input type="checkbox"/> Foreclosure Action Dismissed		<input type="checkbox"/> Property Sold – Closing Date _____
Required Attachments Please CHECK BOXES		
<input type="checkbox"/> Fees pursuant to Section 286		
<input type="checkbox"/> Proof of Exemption		
<input type="checkbox"/> Proof of Liability Insurance pursuant to Section 286		
<input type="checkbox"/> Copy of the notice detailing agent/contact # that is posted on the vacant and abandoned property pursuant to Section 286		

**Any change in the information contained on this form must be submitted to the West Milford Clerk within 10 days of the change. Failure to submit the changes is a violation and the Responsible Party may be subject to fines pursuant to Section 286 of the Township Code.**

I certify that the foregoing statements made by me are true. \_\_\_\_\_

EMAIL \_\_\_\_\_

Responsible Party Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_