



Eric E. Jackson
Mayor

CITY OF TRENTON
DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
DIVISION OF REAL ESTATE

Diana R. Rogers
Acting Director

February 15, 2016

Dear Property Owner:

Pursuant to the City of Trenton's Vacant Property Registration Ordinance 15-14 (the "Ordinance") (codified at §132-91.1 of the Code of the City of Trenton), **effective January 1, 2015**, every owner of a vacant building, or any agent, individual or entity that is required to fulfill the obligations of the owner by operation of law, must complete and submit the enclosed Vacant Property Registration Statement in its entirety and pay the appropriate registration fee (i) within 30 days after the building becomes vacant, or (ii) within 30 days after assuming ownership of the vacant building, whichever is later, or (iii) within 10 days of receipt of notice by the City of Trenton. The Registration Statement shall remain valid for one year from the date of registration. Every owner shall be required to renew the registration annually as long as the building remains vacant and shall be required to pay a renewal fee in the amounts prescribed in Section 5 of the Ordinance for each vacant property registered. **Please be advised that the Ordinance only applies to owners of "vacant" property as defined under the Ordinance. If your property is not vacant, this letter and the Ordinance do not apply to you.**

All initial registrations and renewals shall be due **no later than February 26, 2016**. Failure to timely submit the Registration Statement and appropriate registration/renewal fee will result in the assessment of penalties for each separate occurrence as prescribed in the Vacant Property Registration Rules and Regulations promulgated by the Director of the Department of Housing & Economic Development. A copy of the Vacant Property Registration Rules and Regulations and the Application (in both English and Spanish) can be obtained in the Department of Housing & Economic Development, or may be found on the Department's website at www.trentonnj.org. **Please be advised that it is your responsibility to review and understand the requirements of the Ordinance and the Vacant Property Registration Rules and Regulations to ensure full compliance with the provisions thereto. Failure to comply with those provisions will result in the assessments of significant penalties. Any unpaid penalties will result in a lien being placed on your property, which may result in the commencement of foreclosure proceedings on your property.**

If you have any questions, please visit the Department's website and review the "Frequently Asked Questions" document which may provide an answer to your questions. If you have further questions, please contact our Vacant Property Registration hotline at (609) 989-3513 and we will be sure to get back to you in a timely manner.

Respectfully,

Walter D. Denson

Walter D. Denson, Director
Division of Real Estate